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# GRASSROOTS MUSIC VENUES STABILISATION FUND

GUIDANCE FOR APPLICANTS



ALBA | CHRUTHACHAIL

August 2020

# Summary of key information

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## What is this fund for?

The purpose of the fund is to provide grassroots live music venues in Scotland (i.e. those developing new talent), that were financially sustainable before Covid-19, with the funds to prevent closure and stabilise them as agreed between The Music Venues Trust and The Scottish Government.

## What is the budget for this fund?

The total budget for this fund is £2.2m. The funding comes from the Scottish Government.

## How much can you apply for?

We will accept applications for between £5k and £50k.

## Who can apply?

We are looking for applications from owners or tenants of venues that:

- are indoor, permanent venues in Scotland whose main function is to present all-year-round live grassroots music events for a public audience
- have a capacity of less than 600, however, we will consider applications from venues with capacities up to 1,000 on an exceptional basis if a significant grassroots focus can be demonstrated

## Who cannot apply?

You cannot apply if you are:

- a Creative Scotland Regular Funded Organisation
- operated by local authorities or related Trusts or Arm's Length External Organisations (ALEOs)

See Pages 5-6 for more 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:

- describe the volume of grassroots music activity and the impact the venue has on the local community and the development of musicians
- demonstrate that the venue was financially viable before Covid-19
- demonstrate funding is required to stabilise the venue and prevent closure.

## What is the timeline for the fund?

### Guidance published

#### Wednesday 19 August 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

#### Midday Wednesday 26 August 2020

The online application portal will open for applications.

### Application Deadline

#### Midday, Thursday 3 September 2020

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

### Decisions made

#### 22 September 2020

We will aim to notify all applicants of our decision by this date

# 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 venue's 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)

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 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 **Grassroots Music Venues Stabilisation Fund**.

On 10 July 2020, Fiona Hyslop, Cabinet Secretary for Economy, Fair Work and Culture in the Scottish Government, announced the £2.2m Grassroots Music Venues Stabilisation Fund. Creative Scotland, together with the Scottish Music Industry Association, the Music Venue Trust and Scotland's national enterprise agencies have contributed to the development of this fund.

## The purpose of the Grassroots Music Venues Stabilisation Fund

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Grassroots live music venues are vital to Scotland's music ecology, developing music and audiences as well as supporting talent development. They are venues where many musicians and music professionals develop their skills and their craft, testing out new approaches and developing audiences, as well as gaining vital experience of live performance. Grassroots live music venues provide important opportunities for people from all backgrounds to experience live music, both as audience members and as participants or performers.

The purpose of the fund is to provide grassroots live music venues that were financially sustainable before Covid-19 with the funds to prevent permanent closure and stabilise until 31 October 2020.

# 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 owners or tenants of permanent, indoor venues in Scotland which present live music events all year round for a public audience in the grassroots sector (i.e. those working with new, developing, musical talent). Your venue should have a capacity of less than 600, however, we will consider applications from venues with capacities up to 1,000 on an exceptional basis if a significant grassroots focus can be demonstrated.

We are seeking applications from owners or tenants of venues<sup>1</sup> that:

- present a year-round live music programme of mainly original material that is central to the venue's business model, and other services such as alcohol, food, merchandise are subsidiary or dependent upon music activity and/or
- may host DJ and MC based events but also have a live music programme focusing on grassroots talent and original material and/or
- are a combined arts venue with a live grassroots music programme which form a majority of the overall programme and/or
- are community venues or village halls with significant live grassroots music programmes

We welcome applications from venues which work with all musical types and genres. This includes, but is not limited to:

- classical
- traditional Scottish
- electronic, including house, electronica, drum and bass, dubstep, experimental etc.
- folk
- hip-hop, grime, rap, R&B etc.
- jazz
- indie and alternative
- metal and punk
- pop
- rock, including blues, modern, post-rock etc.
- world/diasporic music

<sup>1</sup> \* Please note – Venues may include pubs, clubs, cafes or bars with significant live grassroots music programmes.

### **Venues who are also applying for support from the Scottish Government Performing Arts Venue Relief Fund:**

Organisations that have an application in progress for The Scottish Government's Performing Arts Venue Relief Fund can apply if they are eligible. However, if successful, they will only be awarded a grant from one of the funds.

### **Holders of a PRS licence for live music:**

If you hold a licence for live music then we ask that you provide us with a copy of your licence as part of your application to help us understand your venue better. You are eligible to apply if you do not hold a PRS licence for live music.

## **Who cannot apply?**

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The following are not eligible to apply to this fund. Please note this is not exhaustive and if you are unsure about your eligibility please contact us before applying.

- venues operated by Local Authorities, Local Authority Trusts or Arm's-Length External Organisations (ALEO's)
- venues located outside of Scotland
- venues that receive Creative Scotland Regular Funding
- Karaoke Bars
- venues such as pubs, clubs, bars and cafes for whom live grassroots music is not fundamental to their business model
- venues such as pubs, clubs, bars and cafes primarily hosting cover bands and/or tribute acts
- individual promoters, producers, bands, artists, agents and/or managers
- recording studios or rehearsal rooms
- venues with limited live grassroots music programmes.

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

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The overall budget for this fund is £2.2m and applicants can apply for between £5k and £50k. Please note that we expect this fund to be oversubscribed and therefore do not expect that we will be able to fund everybody at the upper level. We also reserve the right to award an amount lower than requested.

# What are we looking for in your application?

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We will measure applications against the following 3 criteria:

## **The wider impact the venue has on the local community and the development of musicians**

We want to understand the importance of your venue to both audiences and performers and the plans you have delivered or intend to deliver in these areas. We will also assess the volume of grassroots activity at the venue in the year before lock-down. We will also assess the venue operator's reputation and perception within the sector in making our decision.

## **Whether the venue was viable before Covid-19**

We need to ensure that your business was not in financial difficulty on 31 December 2019 (i.e. pre Covid-19) to ensure that, if you are awarded a grant, then it is not classed as State Aid (see Page 12 for more information).

## **Whether the requested funding will stabilise the venue and prevent closure**

We will review the financial information provided and assess whether the amount requested is reasonable and will stabilise the venue and prevent closure until 31 October 2020.

# Equality, Diversity and Inclusion

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We will encourage all successful applicants to commit, upon their reopening, to sign up to Attitude Is Everything's Grassroots Venue Charter of Best Practice and to publish their Safe Spaces Policy or Statement.

Grassroots Venues Charter of Best Practice helps venues to make live music more accessible for Deaf and disabled people and is recognised as the industry standard for live music accessibility. More information is available here: [www.attitudeiseverything.org.uk/the-charter-of-best-practice/grassroots-venue-charter](http://www.attitudeiseverything.org.uk/the-charter-of-best-practice/grassroots-venue-charter)

Safe Spaces Policy or Statement helps venues show what they do to ensure they are inclusive and safe spaces for anyone to participate and enjoy live music without fear of feeling marginalised, unwelcome, being threatened or harassed. More information is available via the Musicians Union Safe Space Scheme:

[www.musiciansunion.org.uk/safespace](http://www.musiciansunion.org.uk/safespace)

# 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 5 questions as detailed on Page 9.

Applications should be made through our online application portal which can be accessed via this link:

[portal.creativescotland.com/grassroots-music-fund](https://portal.creativescotland.com/grassroots-music-fund)

The online application form will **open for applications at 12 noon on Wednesday 26 August 2020**. You will not be able to apply before this point.

Applications must then be submitted by the deadline of **12pm noon on Thursday 3 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 and prepare the answers to the questions in advance. 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 requires your application to be completed in one sitting (i.e. you cannot stop your application and complete it later or return to a page that you have already completed). So we recommend that you develop your answers to the questions we're asking (see next section) in advance of submitting your application. We are aiming to improve our online application systems to include this function in future.

If you have any questions about the fund, about your venue's eligibility or about 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)

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 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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The online application form will ask you to give us your venue name, contact details and banking details, before then completing the following five questions about you and your venue:

## **The venue's impact on grassroots music**

1. Please provide a description of your venue, how long you have been in operation, what kinds of music you programme and how often. Tell us something about your audience, and especially how you address the needs of those less well served. Also tell us the impact your venue has on the local community and the development of musicians. (300 word limit)

## **The venue's financial viability prior to Covid-19**

2. 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, food, beverages, etc). (300 word limit)
3. Please describe the financial health of your venue prior to lockdown. (300 word limit)

## **Funding required to stabilise the venue and prevent closure**

4. Please describe the impact that lockdown has had on your venue and what support you have received or expect to receive from other funds to help address these challenges. (300 word limit)
5. 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 venue. (300 word limit)

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

- Your latest set of annual accounts. If you are a company, please provide the accounts that have been submitted to Companies House plus any more up-to-date unsubmitted annual accounts.
- A completed cash flow analysis. We have provided a template for this cash flow analysis which is available to download alongside this guidance. Please note that no other cash flow format will be accepted.
- A copy of a recent bank statement or pay in slip for your venue. This attachment (which can be a downloaded PDF, a scan, screenshot or photograph) must clearly display the bank account name, sort code and account code and must match the banking details you provide in your application.
- A copy of your PRS Live Music licence (if you do not hold one, you can still apply).

# 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. Your assessor will have specialist knowledge and understanding of music venues.

Assessments will be made on the information you provide in your application, including your financial information, online information available on your venue and the assessor's knowledge of your venue. We may discuss your application 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 as listed in the 'What are we looking for in your application?' section (Page 7). 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 £2.2m.

## Stage 4: After decisions are made

### Applications awarded funding

We will let you know by email that you have been awarded funding. This email will tell you what to do next.

We will ask you to return a signed copy of the contract.

Your contract will include standard conditions of award and may include some special conditions. We will release the full amount of your award upon the receipt of a signed contract.

### 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.

The planned timetable for the fund is as follows:

Publication of fund guidance, application questions and required additional information	<b>Wednesday 19 August 2020</b>
Online application portal goes live	<b>Noon Wednesday 26 August 2020</b>
Deadline for Applications	<b>Noon Thursday 3 September 2020</b>
Eligibility Checking and Assessment	<b>Until Wednesday 16 September 2020</b>
Decision-making panel	<b>Friday 18 September 2020</b>
Notify all applicants of their decision	<b>Tuesday 22 September 2020</b>

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

## 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”).

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 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. You must share this Funding 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 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 policy. 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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