
GRASSROOTS MUSIC VENUES STABILISATION FUND - ROUND 2

GUIDANCE FOR APPLICANTS



ALBA | CHRUTHACHAIL

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Summary of key information

What is this fund for?

This fund is the second round of the Grassroots Music Venues Stabilisation Fund and is intended to prevent music venues from closing permanently before end June 2021.

It is open to 2 groups:

1. Those grassroots music venues that received funding in the first round (see Section A of the Guidance)
2. Other grassroots music venues (i.e. those playing mainly original material and developing new talent), that did not receive funding in the first round (see Section B of the Guidance)

What is the budget for this fund?

The funding comes from the Scottish Government.

How much can you apply for?

We will accept applications for between £10k and £70k.

Who can apply?

Venues that received funding in the first round will be invited to apply again.

In addition Expressions of Interest are welcome from venues that did not apply previously and/or did not receive funding in the first round. Creative Scotland will review the expression of interest, and if approved you will be able to apply.

We are looking for applications from owners, operators 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:

- are a Creative Scotland Regular Funded Organisation
- are operated by local authorities or related Trusts or Arm's Length External Organisations (ALEOs)
- received funding from the Cultural Organisations and Venues Relief Fund

See Pages 11-12 for more details on who can/cannot apply.

What is the timeline for the fund?

Section A (First Round Recipients)

Guidance published:

Wednesday 20 January

Online application portal opens:

12 noon Wednesday 27 January

Online applications close:

12 noon Wednesday 3 February

Decisions notified:

By Wednesday 24 February

Section B (Non First Round Recipients)

Expressions of Interest online portal opens:

Wednesday 20 January

Expressions of Interest online portal closes:

12 noon Wednesday 27 January

If Permission to Apply is given:

You will be given a log in for the online application portal. This will be provided by email by **5pm on Wednesday 27 January**

Online applications close:

12 noon, Wednesday 3 February

Decisions notified:

By Wednesday 24 February

Please note that applying to this fund may take you some time, especially the completion of the cash flow template, so please use this document to prepare your responses and contact our Enquiries Service if you have any queries. Because of the need to administer this fund urgently, we cannot extend the fund deadline and no late applications will be accepted.

Alternative Formats, Languages and Access Support

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 for more information.

Need help?

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 or visit 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.

Introduction

Thank you for your interest in the **Grassroots Music Venues Stabilisation Fund**.

On Tuesday 22 September 2020 the awards for the first round of the Grassroots Music Venues Stabilisation Fund were announced which provided £2.2m to 68 venues. In December 2020 Fiona Hyslop, the Cabinet Secretary for Economy, Fair Work and Culture in the Scottish Government, announced a £4m second round of the Grassroots Music Venues Stabilisation Fund.

The purpose of the Grassroots Music Venues Stabilisation Fund

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 end June 2021.

Who can apply?

There are 2 groups who can apply:

- 1. Section A:** Grassroots music venues that received funding in the first round of the Grassroots Music Stabilisation Fund. All of these venues will be contacted directly via email with details on how to reapply for funding. If you do not receive this email by the end of 21 January, please contact:
grassrootsmusicvenue@creativescotland.com
- 2. Section B:** Grassroots music venues that did not receive funding in the first round of the Grassroots Music Stabilisation Fund and have been assessed as eligible to apply through the expression of interest to apply process described below. Each venue that is given permission to apply will be contacted directly via email with details on how to apply for funding.

Section A (for venues which received funding in the first round of the fund):

How much can I apply for?

The overall budget for this fund (i.e. sections A and B) is £4m and applicants can apply for between **£10k and £70k**. 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.

How to apply

Venues that received funding in Round 1 of the Fund will be contacted via email by grassrootsmusicvenue@creativescotland.com with an invitation to apply and a link to the online application web portal. This email will be sent by the end of Wednesday 21 January. If this email is not received please check your spam filters, junk files and deleted items and if not found please contact grassrootsmusicvenue@creativescotland.com.

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.

You will be required to provide the following:

- The cash flow template that is provided alongside the guidance documents must be completed 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.
- A bank statement or online banking screen image that shows the account balance for your venue as at 31 December 2020. 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. This bank balance will be cross-checked with the figure shown in your cash flow template. This must be the same bank account as was used for the round 1 payment.

- 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.
- An update on whether the information provided in the round 1 application remains valid (e.g. venue name, venue ownership, whether the building has been significantly altered or damaged).
- Confirmation that the venue intends to reopen as a grassroots music venue when restrictions allow and that the operating company is not in financial difficulties (administration or insolvency) and all Companies House filings are up to date.

What happens to my application after it is submitted?

Your application will be assessed by experienced Creative Scotland staff or external resource and in exceptional circumstances you may be contacted to provide clarification of the information provided. The information may be discussed with other public bodies and furlough income in relation to your company may be checked against information which HMRC plan to disclose to ensure it is properly reflected in the cash flow template.

The assessor can 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 decision will be reviewed by a decision making panel comprised of Creative Scotland staff, industry representation and 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 Sections A and B) and the available budget. This may result in the panel reducing awards or deciding that a venue should not be funded.

Section B: (for venues which did not receive funding in the first round of the fund):

Who should express an interest to apply?

We are using this process to ensure that only venues that programme a significant amount of grassroots music complete a full application – thus saving effort and resource of those that are not assessed as eligible. By ‘grassroots music’ we mean original music that has been created by the performer. We do not mean local musicians covering well-known songs and tribute bands. For DJs we mean those who create original compositions and mixes and not those playing recorded dance music that they were not involved in making.

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

This funding is available to owners, tenants or operators 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.

Please note, if you are granted permission to apply, this does not guarantee that funding will be awarded and you must still complete the full application and assessment process in order to be considered for support.

We are seeking expressions of interest from owners, tenants or operators of venues¹ 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

¹ * **Please note** – Venues may include pubs, clubs, cafes or bars 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

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 should not express an interest to apply?

The following are not eligible for 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 whose programming is primarily hosting cover bands, tribute acts or DJ's playing recorded music that they were not involved in making
- individual promoters, producers, bands, artists, agents and/or managers
- recording studios or rehearsal rooms
- venues with limited live grassroots music programmes
- companies that operate venues that received Culture Organisations and Venues Relief Funding.

How much can I apply for?

The overall budget for this fund (i.e. Sections A and B) is £4m and applicants can apply for between **£10k and £70k**. 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.

Those given permission to apply: What are we looking for in your application?

For those that apply have been given permission to apply, 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 19 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 support stabilising the venue and preventing permanent closure until 30 June 2021.

Equality, Diversity and Inclusion

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

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

How to apply if your expression of interest is approved (Section B applicants only)

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 15.

Applications should be made through registering and applying through our online application portal, the link to which will be provided via email by grassrootsmusicvenue@creativescotland.com. This email will be sent by 5pm on Wednesday 27 January. If this mail is not received please check your email spam filters, junk files and deleted items and if not found please contact grassrootsmusicvenue@creativescotland.com

The online application portal will open for applications at 12 noon on Wednesday 27 January 2021. You will not be able to apply before this point.

Applications must then be submitted by the deadline of 12 noon on Wednesday 3 February 2020. **No late submissions will be accepted.**

Please note that applying to this fund may take you some time, especially the completion of the cash flow template, so please use this document to prepare your responses.

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

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 or visit: 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.

Application questions and supporting materials checklist (Section B applicants only)

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. We are interested in how much music played is original pieces created by the performer and how much is musicians playing covers of well-known songs and tribute bands

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 template 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 template (available to download alongside this guidance on the Creative Scotland website). **Please note that no other cash flow format will be accepted.**
- a bank statement or screen image of online banking that shows the account balance as at **31 December 2020**. 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. This bank balance will be cross-checked against that shown in the cash flow template.
- 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?

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 grassrootsmusicvenue@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 or external resource. Your assessors will have specialist knowledge and understanding of music venues and finance.

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 contact you to clarify information in your application and we may discuss your application with other public bodies. Any furlough income in relation to your company may be checked to information which HMRC plan to disclose to ensure it is properly reflected in the cash flow template.

The assessor will consider your application against the criteria as listed in the 'What are we looking for in your application?' section (Page 13). 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

The assessor's decision will be reviewed by a decision making panel comprised of Creative Scotland staff, industry representation and 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 Sections A and B) and the available budget. This may result in the panel reducing awards or deciding that they should not be funded.

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.

The planned timetable for the fund is as follows:

	Section A – for venues who received Round 1 funding	Section B - for venues who did not receive Round 1 funding
Publication of fund guidance, application questions and required additional information	Wednesday 20 January	Wednesday 20 January
Expression of interest portal goes live	Not applicable	Wednesday 20 January
Online application portal goes live	Noon Wednesday 27 January	(For those permitted to apply only) Noon Wednesday 27 January
Deadline for Applications. Please note - no applications will be accepted after this deadline and no changes to applications are allowed other than for clarification requests by Creative Scotland	Noon Wednesday 3 February	Noon Wednesday 3 February
Notify all applicants of our decision	By Wednesday 24 February	By Wednesday 24 February

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

State Aid

State Aid 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 COVID-19 Temporary Framework for UK Authorities.

Data Protection

Creative Scotland (CS) requires some personal information about you/ your organisation to consider your application for funding. Without this information CS will be unable to process your application.

If you would like to see a breakdown of the personal information CS requires, why it is required, what CS does with that information and how long CS keeps it, please refer to CS's Privacy Notice available online 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

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

Freedom of Information (FOI)

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. By law you can see details of our FOI policy on our website here: www.creativescotland.com/FOI. 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 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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