



ALBA | CHRUTHACHAIL

Recovery Fund for Cultural Organisations

A fund to enable cultural organisations, working primarily for public benefit, to rebuild and create opportunities to increase their financial resilience after the COVID-19 pandemic.

Application Guidance

March 2022

Summary

- The Scottish Government has provided funds totalling **at least £15m** to enable cultural organisations, established primarily for public benefit, to immediately refocus from survival towards rebuilding their work and opportunities to increase their financial resilience.
- To be eligible for support from this fund, organisations will need to demonstrate that their work is primarily focused on enabling people to create, or to engage in cultural experiences.
- Eligible organisations must operate primarily within the cultural sector, be based in Scotland, have an annual income of at least £50,000 and have been operating since before April 2019.
- Eligible organisations must either be a Company Limited by Guarantee; A Scottish Charitable Incorporated Organisation (SCIO); A Community Interest Company (CIC), a Registered Charity or a Local Authority/ALEO.
- We cannot accept applications from Companies Limited by Shares and other organisations that can distribute profits to their owners or shareholders.
- The Fund will open for applications at **2pm on Wednesday 2 March 2022** and close one week later at **2pm on Wednesday 9 March 2022**.
- Applicants can apply for **10%** of their income in the 2019-20 financial year preceding the beginning of the COVID-19 pandemic, up to a limit of **£150,000**.
- The total budget for this fund is expected to be at least £15m. The final total is dependent on the closing position of other emergency funds still being concluded.
- The amount awarded to successful applicants will aim to meet the level of request but may require to be varied, depending on the overall total of the fund and the volume of applications. This could include a decrease or an increase in the amount asked for. An increase in award would only take place if funds are available and we assess that the organisation can deliver increased public value through an enhanced award.
- Organisations must demonstrate that they will promptly deliver public benefit in one or more of the following categories of activity:
 - restarting programmes of publicly available cultural activity led by the organisation and/or artists they support
 - activity that is designed to encourage people to re-engage with the organisation and its activities
 - partnership and collaborative working to maximise impact and reach
 - Business change and development projects, including opportunities to diversify or enhance income streams
 - Strengthening organisational reserves.
- If you are successful in your application, you will be required to provide further information on these categories after you have signed the contract and received an initial payment.

Introduction

The cultural sector continues to be impacted by both current and previous interruptions in business activity as a result of COVID-19. A range of other external factors are also impacting these organisations' ongoing activity, including Brexit, rising energy and other costs, and the climate emergency. This fund is conceived to enable those organisations that form the core of cultural public benefit in Scotland to quickly stabilise and increase their activities and business resilience through a range of specific interventions.

As we emerge from the COVID-19 pandemic, the focus of our funding returns to ensuring that cultural organisations who have a fundamental purpose of public benefit have the opportunity to reset their future programmes and recover.

For the purposes of this fund, we define the cultural sector as organisations whose work is primarily focused on initiating and delivering creative and cultural experiences on a non-profit distributing, public benefit basis. The only businesses this fund will support will need to be legally structured in a way that ensures that any future profits made must remain in the business to generate immediate and further cultural public benefit.

What Can This Fund Support?

The fund will support eligible organisations (see 'Who can apply' on P4) helping them to immediately refocus from survival towards rebuilding the public benefit of their work and opportunities to increase their financial resilience. The resources from this fund can be deployed by each organisation in a way to suit them, from the following potential options:

- Restarting programmes of publicly available cultural activity led by the organisation and/or artists they support
- Activity that is designed to encourage people to re-engage with the organisation and its activities
- Partnership and collaborative working to maximise impact and reach
- Business change and development projects, including opportunities to diversify or enhance income streams
- Strengthening organisational reserves.

The fund cannot support capital projects or equipment purchases.

Organisations in receipt of Creative Scotland funding must be able to demonstrate that their proposed activity is distinct and additional to activity that has already been funded.

Who Can Apply?

To be eligible for support from this fund, organisations must:

- be able to demonstrate that their work is primarily focused on enabling people to create, or to engage in cultural experiences
- and be operationally based in Scotland – i.e. have an all-year-round Scottish address they use on a regular basis and pay rent and/or non-domestic rates for
- and have an annual income of at least £50,000
- and have been operating from or before 1 April 2019.

And be at least one of the following:

- a Company Limited by Guarantee registered at Companies House
- a Scottish Charitable Incorporated Organisation (SCIO) registered with OSCR (Office of the Scottish Charity Regulator)
- a Community Interest Company (CIC) with an asset lock that prevents the distribution of profits outwith the cultural sector
- a charity registered to operate in Scotland (the charity can be any of the above types of organisation or a sole trader or trust)
- a Local Authority – please see Appendix 2 for specific guidance for applying to this fund as a Local Authority or ALEO.

Organisations that are in receipt of other Creative Scotland support, including Regular and Open funding, are able to apply if they meet the above criteria.

Who cannot apply?

- Companies limited by shares that do not have a legal block on the distribution of profits (i.e. dividends) detailed in their incorporation documents filed at Companies House.
- Organisations whose activity is not primarily focussed on enabling people to create, or to engage in cultural experiences.
- Organisations that are not based in Scotland, i.e., do not have an address in Scotland from which they operate on an all-year-round basis.
- Organisations which do not have a UK based bank account.
- Organisations established after 1 April 2019.
- Organisations that principally operate in the Heritage, Tourism and Events sectors.
- Colleges and Universities.
- Organisations with a reported pre-COVID annual income of less than £50,000.
- Partnerships and unincorporated organisations unless they are registered charities.
- Individual artists or creative practitioners. This includes individual recipients of support from the COVID-19 Cancellation Fund for Creative Freelancers and Hardship Fund for Creative Freelancers.
- Organisations that have applied for support from the Recovery Fund for Independent Cinemas cannot apply for the same activity.
- Organisations that have applied for additional funding from the Platform for Creative Excellence (PLACE) Fund, announced February 2022.
- The National Performing Companies.
- Organisations/businesses in administration, bankruptcy, or insolvency.
- Companies that are overdue in their submissions to Companies House or OSCR.
- Businesses that operate activities which the Scottish Government has determined to be ineligible for support, including adult entertainment venues and gambling activities.
- Organisations, where we have concerns that they, or their directors, have not acted appropriately with previous public funds and that this could be repeated.

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

The overall budget for this fund is at least £15m.

Eligible organisations can apply for support of up to 10% of their income in the most recent full financial year not impacted by COVID-19. If the organisation applying is based in another country, as well as Scotland, only income generated in Scotland can be included.

Applicants can apply for between £5,000 and £150,000.

As the budget for this fund is dependent on the final position of other funds then the amount awarded may be reduced or increased. An increase in award would only take place if funds are available and we assess that the organisation can deliver increased public value through an enhanced award.

When is the deadline for applications?

The fund will open for applications at **2pm on 2 March 2022** and close at **2pm on 9 March 2022**.

No late applications will be accepted for any reason.

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

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

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

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

Help whilst completing the online application form:

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

Contacting our Enquiries Team

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

Email: enquiries@creativescotland.com
Web: Fill out a form on our [website](#)
Twitter: Send us a [tweet@creativescots](https://twitter.com/creativescots)

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

How to apply?

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

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

If you have not set up an account, you can create a new account at: <https://my.creativescotland.com/signup>

Once you have created an account, after 2pm on 2 March 2022, you will be able to select the option to apply to The Recovery Fund for Cultural Organisations.

Please Note: Applications for this fund will open at **2pm on 2 March 2022**.

Whilst you can create your account in advance, you will not be able to submit an application to this fund before this time. It is strongly recommended that potential applicants read this guidance, ask any questions, decide if they are going to apply and prepare their application before the application portal opens. Applications can be saved and returned to whilst the fund is still open – but all applications must be completed and submitted by **2pm, 9 March 2022**. Late applications will not be accepted.

What information you will need to provide:

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

- You will be asked to select the main art form/creative area in which you operate. These areas are listed in Appendix 1 (P13)
- Input your pre-COVID annual income (we will verify this number with either Companies House or OSCR) and also upload a copy of the accounts from which this number is taken
- From the following list, select the areas of activity that you wish to focus on with this funding (only activities on the list provided are covered by this fund)
 - Restarting programmes of publicly available cultural activity led by the organisation and/or artists they support
 - Activity that is designed to encourage people to re-engage with the organisation and its activities
 - Partnership and collaborative working to maximise impact and reach
 - Business change and development projects, including opportunities to diversify or enhance income streams
 - Strengthening organisational reserves
- Provide a narrative of your main proposals for each area of activity selected (maximum of 500 words covering all areas selected)
 - In this section we want to understand more about the activity you will be undertaking across the categories you've selected in the previous question. For example, if you've said you'll be restarting programmes of publicly available cultural activity, we will want to understand how this funding enables you to either start this activity sooner than planned, enhances existing plans, or provides new opportunities for artists and others you support. If you've selected partnership and collaborative working, we'll want to know more about the partnership you'll be working within, whether it's existing or newly established, and what the outcomes might be in terms of impact and reach. If you've selected strengthening organisational reserves, it would be useful to understand how these funds will enhance your existing reserve levels and how this will impact your organisation. You can also use this section to tell us the wider impact of your planned activity, such as creating employment opportunities for freelancers. You can give us this detail in whatever way suits you best but you do not need to go into a lot of detail at this stage – a couple of sentences or bullet points for each selected category is all that is necessary
- Input the amount you are applying for (Note: this cannot be more than 10% of the annual income you have stated, up to a limit of £150,000)
- Input bank details of your organisation and upload a scan or photo of a bank statement or online banking screen showing the account details and the bank account name
- **PLEASE NOTE** - if you are a Local Authority or ALEO, you will also be required to complete and upload the Recovery Fund expenditure spreadsheet which is available to download alongside this guidance on the Creative Scotland website. See Appendix 2 for more information.

After my application is received, what happens next?

Immediately after submission

You will receive a reference number, confirming that your application has been submitted (this will be in the following format CS-RFCO-XXXXX-XXXX). This reference, and confirmation that your application has been received, will also be emailed to you. If you do not receive this, your application may not have been submitted. Please contact us and we can check this.

Application check and assessment stage

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

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

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

As the budget for this fund is dependent on the final position of other funds then the amount applied for may be reduced or increased. An increase in award would only take place if funds are available and we assess that the organisation can deliver increased public value through an enhanced award.

Confirmation of decisions

We will notify you of our decision via the email you have provided. We will aim to do this by 5pm on Friday 25 March 2022. Please ensure that you check your spam/junk mail folders if you feel you have not heard from us. If we contact you to clarify details around your application, and you don't respond in the timescales indicated, then this may increase the time it takes to receive your decision.

If you have been successful

If you have been successful in your request for funding, and once your bank details have been verified, we will send you a contract for you to sign electronically. On receipt of your electronic signature, we will pay you a first instalment of 50% of the total award. Please note this can take up to 5 working days. If the banking information cannot be verified, then we will contact you and this may delay payment.

In order to release the remaining 50% of the award you will be required to provide additional information for each area selected (maximum 1,000 words per area) and a budget supporting your total request to. We will contact you about this and it must be completed by **31 May 2022**, or the second instalment may not be paid, and we may seek repayment of the first instalment.

The information you provide will be assessed and, if approved, the remaining 50% of the award will be paid. You will be contractually required to provide us with information on the impact of the funding and we will contact you at a later date about this.

Freedom of Information

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

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

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

Complaints Procedure

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

Data Protection

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

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

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

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

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

Subsidy Control

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

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

Appendix 1: Creative Areas in Application Form

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

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

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

Appendix 2: Applications from Local Authorities and ALEOs

Applications from Local Authorities and/or Arms Length External Organisations (ALEOs) are eligible for this fund, provided they are able to demonstrate evidence of dedicated budgets that support people to create or engage in cultural experiences. This evidence should be uploaded in the application form in place of annual accounts using the excel spreadsheet available alongside this guidance. This evidence should include expenditure relating to all cultural venues, projects and festivals that actively support people to create or engage in cultural experiences. Expenditure relating to other venues such as hire-only venues, libraries, museums or sports facilities should be omitted.

We will only accept one application from a Local Authority or ALEO.

Any enquiries from Local Authorities or ALEOs should be directed to:

Karen Dick

Head of Place, Partnerships and Communities at Creative Scotland

karen.dick@creativescotland.com

Waverley Gate
2-4 Waterloo Place
Edinburgh EH1 3EG
Scotland UK

The Lighthouse
Mitchell Lane
Glasgow G1 3NU
Scotland UK

www.creativescotland.com
enquiries@creativescotland.com

March 2022



ALBA | CHRUTHACHAIL