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# SCOTTISH GOVERNMENT PERFORMING ARTS VENUE RELIEF FUND

FUNDING GUIDELINES 2020/21

July 2020

# What is the Scottish Government Performing Arts Venues Relief Fund?

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This fund recognises that performing arts venues which programme professional theatre and/or dance and/or music will likely only be able to re-open to the public in the final phase of the Scottish Government's Covid-19 plans. Even then, their ability to receive audiences and participants to full capacity may be significantly constrained by remaining social distancing requirements and audience confidence. This in turn has an impact on their financial viability and capacity to commission or employ freelance artists and creative practitioners in the immediate term.

The purpose of this fund is to support immediate and critical financial need in order for venues which programme theatre and/or dance and/or music to remain solvent during the period of closure to the public and to plan for a sustainable return. This funding is to bridge the financial gap until opening plans and income projections are clearer.

## What are we looking for?

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The need is great across the sector, so funding will be prioritised to achieve the following:

- Remove the threat of insolvency prior to the end of March 2021 to enable the development and delivery of activity as soon as practicable
- Allow for specialist/core staff to return from furlough or avoid redundancy to work on future sustainable activity plans
- Increase commissioning and employment opportunities for freelance artists and creative practitioners to support continued public engagement while closed (activity delivery must take place between now and the end of March 2021).

# Who can submit an application for funding?

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Performing arts venues outside Creative Scotland's Regularly Funded network which programme professional theatre and/or dance and/or music, and which are one of the following:

1. Charity registered with OSCR
2. Local authority owned and run venues

Funding available: fund value of up to £5m with a maximum request of £250,000.

The fund is targeted at professionally staffed organisations whose primary function is to serve as a year-round presenting venue.

Only one application is permitted per organisation regardless of the number of venues under its control.

# How to submit a request for funding:

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- Step 1: Submission of an Expression of Interest to determine eligibility by **5 August 2020**. **Please note that all applicants are required to submit this Expression of Interest by this date in order to be considered for this fund.**
- Step 2: All Expression of Interest submissions will be responded to and decided as eligible/ineligible by **12 August 2020**.
- Step 3: A pre-application conversation between eligible applicants and a Creative Scotland officer will be required to agree the scope of the application and approximate funding request. **We will contact you as soon as possible after 12 August to allow you time to develop your application.**
- Step 4: Completion of an application to be returned no later than **5pm on Thursday 27 August 2020**.
- Step 5: Decisions will be communicated no later than **24 September 2020**

## How much can be requested?

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You can request **up to a maximum of £250,000** in your application. If you have sought funding from other Covid-19-related funds, please let us know if you have been successful. You should also reference the Job Retention Bonus scheme if relevant and be able to demonstrate immediate need.

The financial need is considerable across the sector and this fund will not be able to meet all funding gaps. It is anticipated that only a few awards at the upper limit will be possible within the available budget with most awards being for less. Please therefore consider carefully what your immediate need is.

# What do I need to submit?

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1. Submission of an Expression of Interest Form, no later than 5 August 2020, which will enable us to evaluate your request
2. If assessed as eligible to apply, following the conversation with a Creative Scotland Officer, you will need to return:
  - an application form explaining how the additional funds will contribute to the 3 areas in the 'What are we looking for' section above
  - a cash flow forecast – this should show the monthly movements in the cash balance split into the major costs and income lines (as detailed in the application form). These will be reviewed to assess whether the funding will enable the organisation to remain viable during the period of closure.

Your application should:

- demonstrate that funding will be used to develop credible plans for the organisation's ongoing stability and leadership role within the cultural ecology, locally and nationally, including consideration of widening equalities, diversity and inclusion. (Local Authorities / Leisure Trusts must confirm that funding will be restricted for use by venues named within the application.)
- Demonstrate continued engagement with your audience / participant base / community. This may involve programmes of activity, both live and digital while your building is closed to the public.
- Provide an indicative plan for audience / participant engagement while your building is closed and indicate how this meets the fund's goal of providing more commissioning and employment opportunities at fair rates for freelance artists and creative practitioners.
- identify how you contribute to the geographic spread of provision across Scotland

Please note this fund is **NOT** a replacement for lost earned income or there to fund re-opening costs.

## How decisions will be made:

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Expressions of Interest and Applications will be reviewed by Creative Scotland staff drawing on specialist sector and financial expertise.

All funding recommendations will be reviewed by a panel comprising of Creative Scotland staff with specialism and financial expertise and representatives from the Federation of Scottish Theatre (FST). FST will attend in a non-voting capacity. Decisions will be final.

If requests for funding exceed the available budget the panel will convene to agree final selection of successful applications which may include reduced amounts of funding being offered. The panel will prioritise funding to those who:

- Contribute to a balanced geographic spread of creative provision achieved via this fund
- Demonstrate the greatest impact in relation to jobs saved or artist opportunities created

## Contact us

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If you want to clarify if you or your request is eligible, or you wish to discuss other questions about this fund, please contact our Enquiries Service.

You can do this by email, through our website or social media.

Email: [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com)  
Web: Fill out a form on our [website](#)  
Twitter: Send us a tweet [@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 you as soon as possible.

## Do you need this information in another format?

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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 require support, further information or have any general enquiries about the fund and how to apply please contact our Enquiries Service. Our Enquiries Service will be able to advise you or will put you in contact with one of our officers.

You can do this by email, through our website or social media.

Email: [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com)  
Web: Fill out a form on our [website](#)  
Twitter: Send us a tweet [@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 you as soon as possible.

If you are a D/deaf BSL user, you can access our services with the Contact Scotland-BSL programme.

Go to: [www.contactscotland-bsl.org/public](http://www.contactscotland-bsl.org/public) for more information.

# Data Protection

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Creative Scotland (CS) requires some personal information about you/your organisation to consider your application for funding. Without such CS will not be able to fund your project.

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 at:

[www.creativescotland.com/privacy-policy/funding-privacy-notice](http://www.creativescotland.com/privacy-policy/funding-privacy-notice)

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's 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.

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## Complaints procedure

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If you are not happy with the way we handled 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.

## 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.

## State Aid

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State Aid rules are set by the European Commission (EC) for all member states. Ignoring the rules can lead to the EC viewing the aid as unlawful and possibly subject to repayment by the aid recipient. All of Creative Scotland's income originates from public funds (Scottish Government and National Lottery) and can therefore potentially be State Aid. Creative Scotland therefore must be mindful of the State Aid regulations before awarding any funding or making any commitments relating to payments. Further details are available on the Scottish Government website.



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