

Performing Arts Venues Relief Fund – Round 2

To help you prepare your application in advance of the online portal opening for submissions on 17 June 2021, please see the questions which will be asked below and a list of the documentation you will need to include with your application for funding. Your online application must be submitted no later than 12 noon on Thursday 24 June 2021.

Financial Viability

Please indicate the level of funding requested for the purpose of removing the threat of insolvency and provide an overview of how the funding you are requesting will complement existing funding to reduce this risk and build your organisation's sustainability to September 2021 to enable the development and delivery of activity as soon as practicable.

In this section please also indicate whether you are seeking an Emergency Advance Payment of part of your request and, if so, explain the reasons why you are facing insolvency before the end of July 2021, the holders of any securities over your organisation and how the advance payment will help you avoid insolvency.

Please refer to other COVID-related funding applied for and whether this has been successful.

(1000 words maximum)

Prompts:

- How has your organisation been impacted financially by COVID-19?
- What is the level of risk of insolvency prior to September 2021?
- What other COVID-19 emergency funding have you applied for? Has this been successful?
- How much of the funding requested will go directly towards avoiding insolvency?

End of furlough / avoidance of redundancy

1. Please indicate the level of funding requested for this purpose and provide detail on how the requested amount will positively impact on your current staffing plans and how this will improve your future sustainability.
2. Please outline how you have considered this against your Equal Opportunities Policy (and, if available, your Equalities Diversity and Inclusion Action Plan goals and priorities) in your planning.

(1000 words maximum)

Prompts:

- Who / which roles do you intend to bring back from furlough or use flexi-furlough?
- Who / which roles will avoid redundancy?
- Please refer to the UK Government's job retention scheme / bonus
- How will these roles work productively towards future sustainability or in the delivery of activity?
- Who will be responsible for the financial management of any award offered?

Opportunities for freelance artists and creative practitioners

1. Please indicate the level of funding requested for this purpose and provide examples of work you intend to carry out during this period of closure which will help retain or develop your engagement with audiences.
2. Please indicate how you will use the funds you are requesting to increase commissioning or employment opportunities for freelance artists and creative practitioners during the period to March - December 2021.
3. Please outline your fair pay policy
4. Please outline how this supports, strengthens or deepens delivery of your EDI Action Plan, if you have one, or your equalities, diversity and inclusion goals and priorities if you do not have an equality action plan.

Management and Governance

Please tell us about your organisation's management and governance. We have provided prompts from the guidance to help you with this.

Prompts:

- Who will be responsible for the allocation of any funding awarded?
- How will you measure the impact of any funding awarded?

Supporting documents which will need to be provided:

- A copy of your most recent statutory year-end accounts. Please state whether these have been audited or checked by an independent examiner.
- Monthly cash-flow forecast covering the period 1 April 2021– 30 September 2021. Please use the template provided.
- Your organisation's latest management accounts if you have them. If your organisation does not prepare management accounts then only annual accounts should be provided.
- Bank statements or screen images of online banking that shows all your account balances or overdrafts as at 31 May 2021 (including any PayPal accounts). Please note you should upload evidence for all your bank and PayPal accounts. These attachments (which can be a downloaded PDFs, scans, screenshots or photographs) 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 or overdraft will be cross-checked against that shown in the cash flow template.
- Your Equal Opportunities Policy. If you have an Equalities, Diversity and Inclusion Action Plan, please submit this too.
- Your Safeguarding Policy (if you have one)