

Step-by-Step Guide on How to Apply to The Hardship Fund for Creative Freelancers

Before you begin

- Read [the Guidance](#)
- Read the [list of eligible Job Roles](#) and identify which one applies to you
- Watch our helpful [video on how to apply](#)

When can I register and/or apply?

- You can only register and apply when the fund is open, and there is still funding available.
- The online portal opens at **12 noon on Tuesday 10 November 2020**. You cannot register or apply before this point.
- The funds will be open until all funding is allocated.

Step 1: Register

- Go to hardship.creativescotland.com/signup
- Submit your name and email address and set up a password
- Confirm your address by clicking on the link in the verification email we send you straight away. If you can't see the email, check your junk folder.

Already Registered?

If you registered during the first round of the fund there is no need to re-register.

Step 2: Log in

- Go to hardship.creativescotland.com/login and log in using your email and password
- Confirm you've read [the Guidance](#) and [Privacy Notice](#).

Step 3: Tell us who you are

- Give us your name and contact details.
- Select your **JOB ROLE** from the drop-down options.
- To help, you can look over a [list of all the roles](#) to choose from on our website before you apply. This document will also tell you what to do if you want us to review your role.
- Click **SUBMIT**.

Step 4: Receive your URN and funding route

- Provided that the fund covering your job role is still open and accepting applications you will now be given a **UNIQUE REFERENCE NUMBER (URN)**.
- You will also be told which of the funds delivery partners you should complete your application with.
- This URN is REQUIRED to enable you to complete your application. You will not be able to progress without it.

Step 5: Completing your application

Each fund partner will then require you to complete the process with them. Each process is slightly different but all will ask you to do the following:

- Supply a CV or biography confirming your background and experience
- Confirm how much you are seeking (between £500-£2k)
- Confirm your **URN**

Details of each funders process can be accessed on the links below:

BECTU:

<https://bectu.org.uk/article/creative-scotland/>

CRAFTS COUNCIL:

https://craftscouncil.smapply.io/prog/creative_scotland_hardship_fund_for_scottish_craft_freelancers/

CREATIVE SCOTLAND:

Continue as instructed when applying above

HELP MUSICIANS:

<https://www.cognitofirms.com/HelpMusicians1/CreativeScotlandsCreativeFreelancerHardshipFund>

SOCIETY OF AUTHORS:

<https://www.societyofauthors.org/Grants/authors-contingency-fund/hardship-fund-creative-freelancers>

VISUAL ARTS SCOTLAND:

<https://visualartscotland.typeform.com/to/i4j1BdH5>

Step 5: Decisions

- After submitting your request your application will be looked at by the fund partner.
- They will inform you of their decision and if awarded funds what you need to do to receive the money.
- We guarantee to give you a decision **within 6 weeks** – and we'll do all we can to respond more quickly than this.