



ALBA | CHRUTHACHAIL



Scottish Government
Riaghaltas na h-Alba
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SCOTTISH GOVERNMENT PERFORMING ARTS VENUE RELIEF FUND

GROUP 1: REGULARLY FUNDED ORGANISATIONS
FUNDING GUIDELINES 2020/21

July 2020

What is the Scottish Government Performing Arts Venues Relief Fund?

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 not-for-profit venues 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?

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 (between now and end of March 2021) to support continued public engagement while closed.

Who can submit a request for funding?

Performing arts venues which programme professional theatre and/or dance and/or music AND are current Creative Scotland Regularly Funded Organisations (RFOs). Funding available: fund value of up to £7.5m with a maximum request of £750,000

The fund is targeted at those RFOs whose primary function is to serve as a year-round venue which programmes professional theatre and/or dance and/or music. The focus on RFOs will allow the funding to be allocated at speed to organisations that have already been through a thorough due diligence process, have evidenced a commitment to promoting Equalities, Diversity and Inclusion and work with and for their local communities and audiences.

How to submit a request for funding:

- Step 1: A pre-submission conversation between eligible RFOs and their Creative Scotland Lead Officer will be required to agree the scope of the submission
- Step 2: Submission of the Request Form including completion of the Update of RFO activity plans 2020/21 to be returned to regularfunding@creativescotland.com no later than **5pm on Wednesday 22 July 2020**.
- Step 3: Decisions will be communicated no later than 31 July 2020
- Step 4: Successful requests will be added as a targeted, one-off extension onto the 2020/21 RFO award
- Step 5: Initial Payments will be made in early August provided an amended RFO agreement is signed by the recipient. Subsequent payments will be added to the existing RFO payments in October and January which can be rescheduled or paid early through discussion with the Lead Officer.
- Step 6: Monitoring of the additional award will form part of the annual meeting with the Lead Officer.

How much can be requested?

Request funding up to a **maximum of £750,000**. Applicants should refer to other Covid-related funding sought indicating if this has been successful, reference the Job Retention Bonus scheme if relevant and be able to demonstrate immediate need.

What do I need to submit?

These will be targeted awards and the enclosed form will enable us to evaluate your request. You will need to submit:

- a request form explaining how the additional funds will contribute to the 3 areas in the 'What are we looking for' section above
- an update of RFO Activity Plan
- 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 request form). These will be reviewed to assess whether the funding will enable the organisation to remain viable during the period of closure.

Your submission should:

- demonstrate that funding will be used to develop credible plans for the organisation's on-going stability and leadership role within the cultural ecology, locally and nationally, including consideration of widening equalities, diversity and inclusion
- provide an indicative plan of 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.
- indicate how this meets the fund's goal of providing more commissioning and employment opportunities 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:

Submissions will be reviewed by Creative Scotland staff drawing on specialist sector and financial expertise.

If the amounts recommended by Creative Scotland staff reviewing the submissions cannot be accommodated within the £7.5m budget, then all submissions will be presented to an internal panel for review. Decisions will be final.

If something goes wrong or you are dissatisfied with our services then our [Complaint Handling Process](#) can be used.

Approved awards will be appended as a one-off extension to existing RFO agreements and monitored by your Lead Officer and Annual Meeting processes.

Data Protection

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.

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' 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.

Complaints procedure

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)

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 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

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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July 2020