



ALBA | CHRUTHACHAIL

COVID-19 Cancellation Fund for Creative Freelancers

Funds to support creative freelancers working in the arts, screen and creative sectors who are experiencing immediate financial hardship due to the loss of income because of cancellations and deferrals caused by the COVID-19 pandemic.

December 2021

COVID-19 Cancellation Fund for Creative Freelancers: a summary

- The Scottish Government has committed **up to £10m** through Creative Scotland for creative freelancers who have lost income following the cancellation or postponement of work in the arts, screen and creative sectors that was due to place in the period 27 November 2021 – 31 March 2022 as a consequence of COVID-19.
- The fund offers a one-off award to those who are most deeply impacted and disadvantaged by the cancellation or postponement of activity because of the current emergency situation. This can include the cancellation or deferral of performances, productions, exhibitions and shows from which freelancers would have received income. This fund will not replace income lost through cancellation but will provide a contribution to partially offset its adverse impact.
- You can request between **£500 and £2000** to help offset the financial impact of cancellation or deferral of your activity.
- Applications are made through Creative Scotland's online portal. The fund will open to online applications at **2pm on Thursday 6 January 2022** and will remain open for as long as funds are available.
- We anticipate high levels of demand for this fund. To assist those who are not able to apply immediately, or who may not be able to confirm their details at the time that the fund opens, we will be administering the fund in two stages. £4m will be made available when the fund goes live in January. A further £6m will be made available later.
- You will need to provide us with your CV and written evidence that you had a performance, production, exhibition or show planned and separate written evidence that it has been cancelled or deferred.
- We aim to pay eligible applicants within 20 working days of submission of the request.

The background to this fund

In December 2021, the First Minister Nicola Sturgeon announced **£20m in additional emergency funding to help the culture sector in Scotland** deal with the ongoing impacts of the COVID-19 pandemic. This fund is the first release of support from this emergency funding. To be kept up to date on any further updates and funding announcements, please sign up to our email newsletter **on our website** or follow us on social media.

What is this fund for?

This fund is to support creative freelancers based and working in Scotland who are experiencing immediate financial hardship due to the loss of income because of the COVID-19 pandemic. The funds offer a monetary contribution to those who are most deeply impacted and disadvantaged by the cancellation of arts, screen and creative work.

Since the middle of 2021 there has been a return to trading for many creative businesses, but the latest Omicron variant of COVID-19 is causing widespread concern, leading to a lack of audience/customer confidence and event cancellations or deferrals. This fund has been established to address the short-term needs of individual freelancers who have been impacted by these cancellations or deferrals.

We will trust that those who request these funds need emergency funding at this time. We strongly encourage people to fully consider their needs before making a request to this programme. Funds are finite and we expect a high level of demand. It is vital that we can support those who have the most urgent needs at this time.

The fund will be administered in two rounds – with £4m available when the fund opens on 6 January 2022, and a further £6m available later. Applicants can only apply to this fund once. If incidents of multiple applications are detected from one individual, all may be deemed ineligible.

What this fund cannot support

The fund is not able to support those who have an employment contract within the arts, screen and creative sector and who have been made redundant because of the impact of COVID-19, or those employed on zero-hours contracts who have been offered no work because of the impact of COVID-19.

This fund also cannot support those who are able to access funds through other **Scottish Government COVID-19 funds** made available alongside this support. This includes those working in the following sectors:

- Hospitality
- Wedding sector supply chain
- Wholesalers affected by hospitality cancellations
- Tourism sector.

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

Up to £10m has been allocated to support this fund with £4m available when the fund opens on 6 January 2022, and a further £6m available later. Anyone applying can request between £500 and £2,000 in support, plus access costs. Applicants may only make one application to the fund.

What are access costs?

Access costs are the costs of making sure everyone has access to our support. You can request a contribution to your access costs if you have experienced additional costs linked to the cancellation or deferral as a result of a disability or need to remain shielding or need to pay for help to enable you to complete this application. As a contribution this is expected to be proportionate to the level of the award and is not expected to exceed the level of the award itself.

Who can apply?

These funds are to support freelance creative professionals based in Scotland who work in the arts, screen and creative sector and who are experiencing immediate financial difficulty due to the cancellation or deferral of events because of COVID-19. The funds will help those whose work has direct creative outcomes as well as those in supporting roles whose work directly supports the making and presentation of creative work.

All applicants must be freelance creative professionals who are both based, and working, in Scotland and who can demonstrate they have had a cancellation or deferral of work in the arts, screen and creative sectors that was due to take place during the period 27 November 2021 – 31 March 2022. The impacted work may be short-term activity taking place outside of Scotland, for example, a tour.

Specifically, the Cancellation Fund for Creative Freelancers is open to:

- Freelance professionals whose work has direct creative outcomes and who have been impacted by cancellations or deferrals of work due to take place during the period 27 November 2021 – 31 March 2022. This can include (but is not limited to) a visual artist, a writer or maker of poetry, prose or fiction, a playwright, actor or theatremaker, a comedian, dancer, musician, craft maker, designer or screen production creative freelancer. Your CV should evidence that you derive a significant proportion of your income from your role in creating or producing original artistic, screen, creative or design material.
- Freelance professionals whose work directly supports the making and presentation of creative work and has been impacted by cancellations or deferrals of work due to take place during the period 27 November 2021 – 31 March 2022. This can include (but is not limited to) a theatre producer, a lighting designer, a gig promoter, an independent curator or creative producer. Your CV should evidence that you derive a significant proportion of your income from your role in creating or producing original artistic, screen, creative or design material, and events.

What do I need to supply to demonstrate that I am eligible to apply to this fund?

When you apply, you will be asked to select your art form or creative sector and supply us with your CV.

We will then require you to upload evidence that demonstrates that you have lost work as a result of COVID-19 during the period 27 November 2021 to 31 March 2022. This can be in the form of pictures/screen grabs of contracts or correspondence (emails, texts etc) but it needs to evidence a firm commitment to engage you during this period AND provide evidence of the event cancellation or deferral.

Please ensure that you provide us with enough detailed information to enable us to confirm your eligibility. It is your responsibility to ensure that the information you give us is accurate, and that it details the work you were to undertake and the circumstances of its cancellation.

Please see **Pages 7-8** for the full information on what we will ask you to supply in your application.

Who cannot apply?

The following are not eligible to apply to this fund:

- Those who are seeking support for any activity which is not part of the purpose of the fund (to cover the cancellation of creative activity due to the pandemic)
- Those who are seeking support for loss of PAYE employment in the arts, screen and creative sector
- Those working in the heritage sector including interpretation consultants, designers and tour guides
- Those who cannot demonstrate a freelance professional creative practice
- Individuals working or based outside Scotland
- Students - including anyone studying either full time, or as part of a long term, formal or accredited programme at college or university (at the time of application) including PhD students.

What is the deadline for applications?

There is no set deadline for applications as the fund will open to online applications at **2pm on Thursday 6 January 2022**. The first tranche of funding (£4m) will remain open for as long as funds are available. A second tranche of funding (£6m) will be held back with the intention to launch later in January. We expect this fund to be very popular and in high demand and therefore encourage applicants to apply as early as possible. Our online application portal will enable us to record the overall volume of requests and monitor demands on the fund as applicants register.

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 user, you can access our services with the Contact Scotland-BSL programme.

Go to: contactscotland-bsl.org/deaf-bsl-users for more information.

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 don't 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 you as soon as possible.

How to apply?

The application process for this fund has been designed to be as simple and straightforward as possible, using our online application portal and asking only for the essential information that is required. Provided you have all the information required to complete the application (see below) we estimate that it should take you no more than 15-20 minutes to make a submission. If you are not able to complete in one sitting, you can save the submission at any time and return to it later – albeit we do envisage that this fund will be in high demand so we would encourage you to apply as soon as possible.

Using the online application portal:

To make an application, go to Creative Scotland's online application portal:
<https://my.creativescotland.com/>.

You will need to create your own account - although if you have previously applied to Creative Scotland for funding since August 2021 and have already used the online portal, then you should be registered and can use your existing account. If you haven't, then go to <https://my.creativescotland.com/signup> to register a new account.

Please Note: Applications for this fund will open at **2pm on Thursday 6 January 2022. Whilst you can register your account in advance, you will not be able to submit an application to this fund before this time.**

What information you will need to provide:

To complete your application you will be asked for the following information:

- We will ask you to select the main art form/creative area where you operate as a freelancer. These areas are listed in **Appendix 1**. If you operate in the screen or comedy sector please select the 'other' category.
- We will ask you to upload a CV which gives us information about you and your creative background. Your CV should evidence that you derive a significant proportion of your income from your role in creating or producing original artistic, screen, creative or design material. The more information you can provide on your specific work in the sector, the more helpful this is for us. All these details help us to understand that you're working as a freelancer in Scotland's arts, screen or creative sector and are eligible for the fund.
- We will ask you to tell us about the work that has been cancelled during the period 27 November 2021 – 31 March 2022. In addition to one question where you can give us a summary, we will also ask you to provide us with supporting documents to confirm the work that you were booked in to do, and evidence of the cancellation. Please ensure that the dates in your supporting materials match those in your summary.

In terms of these supporting documents:

- Please upload documents in .doc, .docx or .pdf format.
- The document should be titled with the name of the individual requesting support, e.g., Jane Smith.docx.
- Please ensure you include specific details of the work you were contracted to undertake as a freelance creative professional, including the dates of the work due to be undertaken. For example, if you play in a band, please tell us the name of the band and the details of the venues and/or promoters that had engaged you.
- We will ask you how much you are requesting, between £500 and £2,000. We will also ask you to confirm that you hold a UK bank account and we will ask you to provide your banking details. The account details provided must be in the same name under which you make your application.

What if my freelance creative area isn't included?

The art forms/creative areas that this fund covers can be found in **Appendix 1 (Page 11)**. If the art form/creative area you work in is not listed, please select 'Other' and you will be given the option to type in your area. Please note that anyone applying from a screen or comedy background should both use 'Other' when applying.

How long will it take to get a decision?

We aim to notify all applicants of our decision within 20 working days of submission of their request.

Can I apply more than once?

All applicants to this fund can only apply once. Please do not apply using multiple email addresses. If someone has attempted to make multiple applications, this will risk creating a delay to your decision, and potentially may lead to us stopping your application from being accepted. If incidents of multiple applications are detected from one individual, all may be deemed ineligible.

If during your application you require access support, you can request this in the online portal. When you do so, your application will be paused whilst a member of our support team gets in touch with you to help. In this situation please just wait for us to contact you – and don't submit another new application. Your original request will be logged and we will ensure that your application is considered and that you will not be disadvantaged.

What if I cannot apply using the online portal? Is there an alternative means of application?

If you are not able to access the internet to make an application, or if you need additional support in making your application through the online portal, please contact our Enquiries Service (see **Page 6** for details).

After my application is received, what happens next?

After you submit your application, we will determine your eligibility by reviewing the information provided in your application to ensure that you are a freelance artist or freelance creative professional whose work has been cancelled during the period 27 November 2021 – 31 March 2022 due to COVID-19. We may also review other sources to verify the information you provide.

We may contact you to clarify information provided in your request.

After we have assessed your application, we will notify you of our decision via the email you have provided. We will aim to do this within 20 working days of receiving your application. (Please ensure that you check your spam/junk mail folders if you feel you have not heard from us)

If we have assessed that you are eligible for funding then, provided that your bank details can be verified, we will pay you the full amount requested. Please note this can take up to 5 working days. If there are any issues with the banking information this may extend the period for us to make a decision beyond 20 working days.

There will be no contract for the award and whilst we will not seek any formal monitoring information after the payment, we may contact you in the future if we are asked to report back on the impact of the funding.

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 policy [on our website](#). 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.

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/your organisation 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](#).

Appendix 1: Freelance 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 Arts
- Gaelic Language
- Gaelic Culture
- Scots
- Arts and Health/Wellbeing
- Equalities, Diversity, and Inclusion
- Other* (a dropdown free text box is provided for you to include your area)
- Interdisciplinary Performance

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

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

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