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Scottish Government
Riaghaltas na h-Alba
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PERFORMING ARTS VENUE RELIEF FUND – ROUND 2

APPLICATION GUIDANCE
JUNE 2021

Summary of key information

What is this fund for?

This fund is to provide performing arts venues in Scotland with emergency funding that will allow them to remain solvent, will support the return of staff from furlough, and will provide support for new artistic commissions from freelance artists.

What is the budget for this fund?

The total budget for this fund is £12m. The funding comes from the Scottish Government.

How much can you apply for?

Applicants are expected to apply for the amount they need to remain solvent up until the end of September 2021 and/or an amount to support freelance artist commissions. In total, applicants can apply for any amount up to a maximum of £500k total.

Please note – if you are facing insolvency by the end of July 2021 as a result of the COVID-19 Pandemic then you can request an advance payment of up to 25% of the requested award (up to a maximum of £50k) on the basis of a reasonable justification. See Page 6 for more details.

Who can apply?

Previous recipients of funding from the Performing Arts Venues Relief Fund awarded in Summer 2020 can apply for further support (both Creative Scotland Regularly Funded Organisations and other recipients). In addition, any new applicants who meet the eligibility criteria can also apply (see Page 4 for more details).

Who cannot apply?

This fund has specific exclusions, please see pages 4-5 for the details on who can/cannot apply.

What information do you need to give us in your application?

We will ask you to supply us with specific information about your financial position, as well as asking you to tell us about your planned programming, audience/community engagement, and plans for commissioning/working with freelance artists. For more details see pages 7-8.

What is the timeline for the fund?

Guidance published – Thursday 10 June 2021

We will publish full guidance for the fund along with details of the information applicants need to give us when applying.

Applications open – 2pm, Thursday 17 June 2021

The online application portal will open for applications from both those previously awarded funding in Round 1 of the fund, and new applicants.

Application deadline – 12 noon, Thursday 24 June 2021

The online application portal will close to applications at this time. No late or incomplete applications will be accepted.

Advance payments awarded – from 1 July 2021

If you have requested an advance payment these will be issued from 1 July 2021.

Decisions announced – w/c 26 July 2021

Applications will be fully assessed during June and July and applicants will be informed of decisions by the end of July.

Contracting and Payment – end July/early August

Contracts will be issued shortly after the decisions are announced and payments made on receipt of signed funding agreements.

Please note:

We will assess all applications based on the information in this guidance document and applicants are required to have fully read and understood this guidance before they apply.

It is the applicants' responsibility to ensure that they are eligible based on the information presented in this guidance and that all required information is submitted fully and accurately at the point of application.

Emergency Funding during the COVID 19 pandemic

Since July 2020, Creative Scotland has delivered a range of emergency funds on behalf of the Scottish Government to support the artistic and creative sectors in Scotland, and to address the ongoing impact of the COVID19 pandemic on their operations. These emergency funds have included specific funding to support grassroots music venues, performing arts venues, cultural organisations, independent cinemas, youth arts, individual freelancers and community hubs.

This fund (the Performing Arts Venues Relief Fund) is being launched at the same time as the second round of the Culture Organisations and Venues Recovery Fund (COVR) which is for organisations that derive their income from providing cultural activity to the public and organisations that play a critical role in enabling that activity. Some venues will be potentially eligible to apply to either of these funds – but applicants can only apply to one of the funds, not both. So we encourage you to look at both options to assess which is the most appropriate to your needs. If you apply to one of the funds and you are assessed as ineligible after the deadline, you will not be eligible to apply to the other fund and we cannot accept late applications.

If you are unsure on which fund to apply to, please contact us (see the Need Help? section on Page 11).

What is the Performing Arts Venues Relief Fund?

This fund recognises the ongoing challenges faced by performing arts venues which programme professional theatre and/or dance and/or music and the continued uncertainties around the viability of re-opening to the public. The first round of this fund was opened to applications in Summer 2020, and £12m was awarded to 79 recipients in August/September 2020. For more details of these awards, [see our website](#).

The purpose of this further round of funding is to continue to support the immediate and critical financial needs of venues which programme theatre and/or dance and/or music, and to help them remain solvent during the period of closure to the public and to mitigate the ongoing impact of the pandemic. The fund also makes provision to commission or employ freelance artists and creative practitioners in the immediate term to ensure continued engagement with audiences. This funding is to bridge an evidenced financial gap until re-opening is viable and income projections are more sustainable.

What can the fund support?

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 September 2021 to enable the development and delivery of activity as soon as practicable.
- Enable 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 the venues are closed or with restricted public access (activity must be planned by the end of September 2021 and delivery must take place between August and the end of December 2021).

Additionally, in line with the purpose of public funding to support diverse participation in the creation of, and engagement with, cultural activity in Scotland, we expect all recipients of the Performing Arts Venues Relief Fund to demonstrate a commitment to Equalities, Diversity and Inclusion through the planning and delivery of their funded activity.

Who can apply?

Performing arts venues which have previously received funding through the first round of the Performing Arts Venues Relief Fund – Summer 2020, and which can continue to demonstrate they have immediate need for financial support, can apply.

In addition, new applicants who meet the eligibility criteria can also apply for support.

Eligible venues must:

- be located in Scotland
- be established and have been operating since before 1 April 2019
- present all year-round
- operate with a primary purpose of programming professional theatre and/or dance and/or music to a paying audience.

Who cannot apply?

Applicants to this fund must be venues based in Scotland, whose primary purpose is to programme professional theatre and/or dance and/or music as outlined in the 'Who can apply' section on Page 4.

Any music venue which has already been supported through the Grassroots Music Venues Stabilisation Fund (awarded funding in either August 2020 or Feb 2021) is not eligible to apply to this fund. Venues that present live music for free or on a donation-only basis are also not eligible to apply to this fund. Comedy venues cannot apply to this fund as what they present is not specifically theatre, dance or music. However comedy venues are eligible to apply to the **Cultural Organisations and Venues Relief Fund**, which is open to applications at the same time.

Businesses that operate activities that the Scottish Government has determined to be ineligible for support, including adult entertainment venues and gambling activities.

If you are unsure about your eligibility please contact us to check. Our Enquiries Service contact information is on Page 11.

What is the overall budget for the fund, and how much can I apply for?

The overall budget for this fund is £12m.

Funding up to a maximum of £500k per application can be requested. This funding should be broken down as follows:

- Organisations seeking funding to remove the threat of insolvency and / or support the return of key staff from furlough may request up to £350k for this purpose. As part of this request you can ask for an Advance Payment of up to £50k (see Request for Advance Payment section on Page 6)

and / or

- Organisations seeking funding to commission freelance artists and creative practitioners may request up to £150k for this purpose.

Please note that you can apply for support for either one or both of the above elements of support.

We know that 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 in each of the above categories will be possible within the available budget, with most awards being for less. Please therefore consider carefully what your immediate need is. Applicants should refer to other COVID 19-related funding sought since March 2020 indicating if this has been successful, reference the Job Retention Bonus scheme if relevant, and be able to demonstrate immediate need.

Only one application is permitted per applicant organisation regardless of the number of venues it is responsible for.

Request for Advance Payment

Recognising that some organisations may be facing imminent risk of insolvency, the Scottish Government has requested that we allow applicants the option to make an interim contractual payment, pending assessment of a full application.

In the application form we will ask you if you would like to request an Advance Payment and to support this you must explain (in Question 1 of the application form) 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.

You may request an interim payment of up to 25% of the funding requested in this application (up to a maximum of £50k). This award, if granted will be payable from 1 July 2021. You will sign a contract for this interim payment and it will be deducted from the final grant award you may receive. If upon full assessment of your application we decide that you should be funded at a level lower than the Advance Payment awarded, or we assess that you are to receive no funding, then you will be required to return some or all of the Advance Payment.

We may also look at other parts of your application to ensure that your reason for requesting an advance is supported.

How to apply

Applications are to be submitted via our online application form.

If you were awarded funding during Round 1 of the Performing Arts Venues Relief Fund and completed the online project update report in January 2021:

You will be contacted via your Round 1 contact email with information on how to apply using the online application form. This email will be sent on Thursday 10 June 2021. If this email is not received please check your spam filters, junk files and deleted items and if not found please contact us via email to pavenuesrelief@creativescotland.com

If you are a new applicant and/or were not previously awarded funding:

To apply you will need to temporarily register with us, and once you have verified your email you will be able to log in and complete the application form. You will be able to save progress while the application form is open – but you must submit your application before the deadline for the fund.

Step by step instructions on how to register to apply for new applicants

Applications should be made through our online application portal.

A link to the application portal will be published on our website at 2pm on 17 June 2021.

1. Go to www.creativescotland.com/pa-venues-relief-fund to access this link. Please note you cannot register and apply before this date.
2. Fill out the registration form and submit.
3. You will be sent an email to verify your email account. Once verified, you will be able to log in and complete the form.
4. Complete the form as instructed. You can save your application and return to it at any time before the deadline of **12 noon, 24 June 2021**.
5. Submit the completed form before the deadline. Once submitted it will not be possible to amend the application so ensure you thoroughly review and check before submission.
6. Once submitted, you will receive a confirmation message with a reference number.

Please note – the above timelines are correct at time of publishing but may be subject to change

What information do you need to submit?

The application form will ask you to provide the following information:

- If seeking an Advance Payment (see Page 6) you will be asked to explain why you are at imminent risk of insolvency before the end of July 2021.
- You 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.)
- You should 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 or has restricted access.

- You should provide an indicative plan for audience / participant engagement while your building is closed or has restricted access 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.
- You should identify how you contribute to the geographic spread of provision across Scotland

In addition, you will be asked to provide the following supporting materials:

- a cash flow forecast for the period 1 April 2021 to 30 September 2021 – 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 proposed funding.
- A copy of your bank statement(s) showing your total cash balance at the end of 31 May 2021 that agrees with the balance on that date in your cashflow forecast. 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 at least one account must match the banking details you provide in your first application. This total bank balance will be cross-checked with the figure shown in your cash flow template as the end of May 2021 cash balance.
- Your latest set of annual accounts. If you are a company, please provide the accounts that have been submitted most recently to Companies House plus any more up-to-date unsubmitted annual accounts.
- Your organisation's latest management accounts if you have them. If your organisations does not prepare management accounts then only annual accounts should be provided.
- Your organisations Equal Opportunities Policy and (if you have one) your Equalities, Diversity and Inclusion Action Plan.
- Your safeguarding policy (if you have one).

How decisions will be made:

What happens to your application after it is submitted?

Stage 1: Receipt of application

- Shortly after submitting your application, you will receive an automated response confirming receipt. If you do not receive this automated email please check your spam filters, junk files and deleted items. If there is still no sign, get in touch with us at enquiries@creativescotland.com as soon as possible to check that we have received your application.

Stage 2: Eligibility Checking and Assessments

- If you asked for an advance of your requested award then we will assess your explanation as to why you are at imminent risk of insolvency. If your organisation is eligible and your request is considered acceptable then you will be asked to sign an advance agreement and we will pay the requested advance amount of 25% of your total requested award (up to a maximum of £50k). This amount will be deducted from any final award you receive. If your organisation is ineligible or your request is assessed as not providing evidence of need you will receive no advance or final award and we will inform you of this. We may also look at your cash flow forecast to ensure that your reason for requesting an advance is supported by this document.
- All eligible applications will be assessed by Creative Scotland staff. Assessments will be made on the information you provide in your application; online information available on your organisation; and the assessor's knowledge of your organisation. We will also consider the geographic distribution of support.
- Please note that assessors might find that an application that has passed initial checks is not eligible during their review. We will email you and let you know if this is the case. We will also explain why your application is not eligible.
- The assessor will consider your application against what the fund can support (Page 4). The assessor can recommend that you are awarded a lower amount from the amount requested (including no award) and will explain why this is the case. Some specific conditions of award may be also recommended at this point.

Stage 3: Decision making

- All funding recommendations made by assessors will be reviewed by a panel comprising Creative Scotland staff with specialism and financial expertise. The decisions taken by this panel will be final.

If the overall requests for funding exceed the available budget, reduced amounts of funding may be offered to some or all recipients. 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.

Stage 4: After decisions are made

Applications awarded funding

- We will let you know by email whether or not you have been awarded funding. If you have been awarded, this email will tell you what to do next.
- We will issue you with a contract and ask you to return a signed copy of this contract.
- Your contract will include standard conditions of award and may include some special conditions. We will pay all awards as per the contract. This will be based on the applicant's cashflow needs which will be explained in the grant offer communicated.

Applications not awarded funding

- We will let you know the outcome of your application by email. We will tell you why your application was not awarded funding and provide feedback.

Timetable

The planned timetable for the fund is as follows:

- Publication of fund guidance and application questions: **10 June 2021**
- Online application portal goes live: **2pm, 17 June 2021**
- Deadline for applications : **12 noon, 24 June 2021**
- Eligibility checking and assessment: **June/July 2021**
- Emergency Advance Payments issued from: **1 July 2021**
- Decision-making panel: **late July 2021**
- Notify all applicants of their decision: **w/c 26 July 2021**
- Contracting and payments: **end July/early August 2021**

If any of these dates change, we will notify all applicants as soon as possible.

Need help, further advice or feedback?

If you have any questions about the fund, about your eligibility or about how to apply (including any technical problems when filling out the online form) please contact our Enquiries Service.

Our Enquiries Service will be able to advise you or will put you in contact with one of the team overseeing this fund.

Email: enquiries@creativescotland.com

Web: You can send us a message via the [Creative Scotland website](#)

Twitter: Get in touch [@creativescots](#)

If you are a D/deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Go to contactscotland-bsl.org for more information.

To enable us to allocate funds as quickly as possible this fund has a short turnaround time. We would like to assure you that we are responding to all enquiries as quickly as possible. If you need to speak to someone please email us with your contact details and we will call you back.

Do you need this information in alternative formats or languages, or do you need any access support?

We are 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.

For more information, contact our Enquiries Service.

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 handling on our website here: www.creativescotland.com/foi

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.itspublicknowledge.info 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.

Subsidy Control

Subsidy Control involves public money being used to provide financial assistance (subsidies) to organisations. The UK left the EU on 31 December 2020 and, as a public body, Creative Scotland must now comply with the [UK Government's Summary Guide to Awarding Subsidies](#) from 1 January 2021 and supporting technical information.

Current Scottish Government guidance in relation to these rules is that the principles of EU State Aid regulation that were in place prior to 31 December 2020 still apply. Based on this guidance the grants awarded are considered to be the equivalent of those made under the [051/20 Temporary Framework for State Aid for COVID-19 responses](#) noting that the EU scheme has been [extended to 31 December 2021 with revised limits](#). If you have any concerns that you may breach this guidance please contact the [Scottish Government State Aid Team](#). Creative Scotland will not respond to any queries on this matter.



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June 2021

 Awarding funds from
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