



ALBA | CHRUTHACHAIL

Creative Scotland

Targeted Funding: Screen

UK Tax Credit Advance Facility Guidance 2015-16

What is the purpose of this funding?

Film is a cultural, creative art form as well as a commercial activity, and filmmakers in Scotland create a range of commercially or culturally-driven productions aimed at critical commercial success.

We recognise that access to funding for live-action and animated features, feature documentaries and high-end live-action and animated television series through a range of funding opportunities is key to ensuring a thriving and economically viable screen sector in Scotland.

The UK Tax Credit Advance Facility is a fund of £2,000,000 for the period 2015-16. It is available for producers as an advance payment facility against receipt of the UK Film, High-End TV and Animation Tax Credits. Its purpose is to assist producers move their projects into production by securing this element of financing and enable them to use a greater proportion of the UK Tax Credit on the creative realisation of their projects.

What will we fund?

We will provide an advance against the proceeds of the UK Film, High-End TV and Animation Tax Credits.

What can I apply for?

You can apply for a loan calculated as a percentage of the estimated UK Tax Credit for your project.

Who can apply?

Producers based in Scotland whose projects are capable of qualifying for the UK Film, High-End TV and Animation Tax Credits or producers based outside Scotland whose projects are capable of qualifying for the UK Film, High-End TV and Animation Tax Credits and where the production spend takes place wholly or partially in Scotland.

Further details on how your project might qualify for the tax relief can be found on the [BFI](#)'s website.

How much can I apply for?

You can apply for a loan of an amount equal to a maximum of 96% of the estimated UK Tax Credit proceeds for your project, with a minimum of £50,000 and a maximum of £500,000.

When can I apply?

We will accept applications from 16th April 2015. Applications will be accepted on a rolling basis and there are no deadlines.

How long will it take to get a decision on my application?

Decisions will take up to ten weeks from the date we receive your application form.

Further Guidance

- Your project must be capable of qualifying as a British Film.
- You must be a Scottish-based producer or if you are a producer based outside Scotland, then you will normally be required to demonstrate that at least 50% of UK qualifying expenditure will be spent in Scotland. Further guidance on allowable Scottish spend will be provided on request.
- Your project must be in an advanced stage of development and financing and be aiming to go into production within 12 weeks of an application being made.
- Awards will be in the form of a loan of an amount equal to a maximum of 96% of the estimated UK Tax Credit proceeds for your project. A tax credit estimate must be provided by an approved accountant specialising in this area.

- The UK Tax Credit Advance provided by Creative Scotland will be repaid to Creative Scotland upon receipt by the production company of the UK Tax Credit proceeds. No other interest or fees will be charged to the production.
- We will require customary security and/or takeover arrangements to be put in place to ensure completion and delivery of the project, such as a bond.
- We will require approval over all key elements of the production, including the finance plan, the terms and conditions of all finance, the budget and the schedule.

Our Decision-Making Process

Assessment process:

Once you have submitted your application we will review it for completeness and eligibility. If you have not provided all of the information specified in the appropriate Application Form, or if you do not meet the eligibility criteria for the UK Tax Credit Advance Facility, your application will not be assessed. You will be notified of this, and of the reasons why, by email.

Complete and eligible applications will be assessed by Creative Scotland officers in the Film and Media Team.

Assessments will be made on the basis of the information you provide in your Application Form and any supporting materials submitted. We may contact you during the assessment process to seek further information about your project or to seek clarification on aspects of the information you provide.

How we will make our decisions:

Following initial assessment, and officer recommendations, decisions on final awards (up to £100,000) will be taken by the Film and Media Team, chaired by the Director of Film and Media. For applications over £100,000, the Film and Media Team and the Director of Film and Media will make recommendations to Creative Scotland's Senior Leadership Team, who will make the decision.

Once a decision is made:

Once we have made a decision, we will write to you to let you know the outcome of your application. If you are successful, we will send you information that tells you if there are any specific conditions of the award that have to be met before we can confirm the award. Once specific conditions, if any, have been met we will issue you with a Funding Agreement. You must note and adhere to all the

terms and conditions of the Funding Agreement. At this point we will also ask you for your banking details, and agree a payment schedule and cash-flow with you, which will normally be against agreed milestones. You will need to return a signed copy of our Funding Agreement, and once all conditions are met, we will release the first instalment of your award.

If your application is unsuccessful, we will write to let you know why, and advise you of your next steps.

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 here <http://www.creativescotland.com/resources/our-publications/policies/complaints-handling>. 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.

Help, further advice or feedback:

If you require support, further information or have any general enquiries about the application process please contact our Enquiries Service. Our Enquiries Service will be able to advise you or will put you in contact with one of our officers.

We are committed to delivering the most efficient and effective service that we can, and will regularly review our systems and processes in operation.

You can contact our Enquiries Service by phone, email or through our website. Call **0845 603 6000**, email enquiries@creativescotland.com or send us a message through the [website](#). (Please note that our Enquiries Line is open from 10am - 12 noon and 2-4 pm, Monday-Friday, with voicemail outwith these hours).