

BRIDGING BURSARY FOR THE ARTS AND CREATIVE SECTOR

A fund for those who have lost income from their
creative work and/or practice due to COVID-19



ALBA | CHRUTHACHAIL



The Bridging Bursary – Arts and Creative Sector: a summary

- This is a fund for those individual artists and freelancers who have lost income from their creative work and/or practice due to COVID-19

- This Bridging Bursary is supported with funding from The National Lottery, Scottish Government and the Freelands Foundation through Creative Scotland

- You can seek between £500 and £2500 to help support your immediate needs

- The overall budget for this fund is £4m

- Awards are non-competitive and we've created a quick, simple process for applicants

- We're aiming to turnaround applications and have the money in your account within 4 weeks of receiving your form

- We've also launched two other funds for individuals:
 - a Bridging Bursary for Screen to offer similar support to those working in the screen sector, and
 - a new Open Fund for individuals to support longer term developmental activity for individual artists and creative practitioners.

What is this fund for?

This fund is to support freelance artists and freelance creative practitioners working in the not-for-profit sector in Scotland who are experiencing immediate financial difficulty due to the loss of income as a result of the COVID-19 pandemic.

This fund offers a one-off bursary that will provide a financial bridge for those people in Scotland who are most deeply impacted and disadvantaged by the cancellation of work as a result of the emergency situation.

The Creative Scotland and Screen Scotland Bridging Bursaries aim to support and prioritise those most in need at this time, particularly those who are least likely to benefit from the recently announced **Job Retention Scheme** and **Self Employment Income Support scheme**.

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

There are no deadlines for this programme as we understand the urgency of this situation. We realise that not everyone will be able to respond to this opportunity immediately. We will hold back a proportion of the budget so that we can support requests that take a little more time to reach us. We will also be monitoring the demand on the programme across a range of art forms and areas of creative practice.

Please let us know if you need any support with submitting a request, for example if you have any access needs, or if English is not your first language.

What other funding support is available for individuals at this time?

In addition to this fund we've also launched two other funds for individuals:

- A **Bridging Bursary for the Screen Sector**, supporting freelancers working in the screen industries who are experiencing immediate financial difficulty due to the loss of income as a result of the COVID-19 pandemic
- A revised **Creative Scotland Open Fund for Individuals: Sustaining Creative Development**

We strongly advise individuals who are not in immediate need and who are seeking funds to sustain their creative development over a period of time to not submit a request to this fund. Our revised Creative Scotland Open Fund for Individuals: Sustaining Creative Development is designed for that purpose.

The Bridging Bursary and other social security benefits

People in receipt of social security benefits, or those planning to apply for them, should make their own checks in terms of the potential impact the award of a Bridging Bursary would have on any benefits payments. We also strongly advise that you check the most up-to-date information and advice from the UK Government on their support programmes for freelancers before making a request to this programme. It is your responsibility to consider the impact of a request to this fund on any other support you intend to access.

The Bridging Bursary and people currently in receipt of Creative Scotland funding

This fund is for people in immediate need. If you have previously received support from Creative Scotland through, for example, the Open Project Fund, and there are any payments still outstanding, please request your final payment via the **End of Project Monitoring form** rather than submitting a request to this fund.

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

We have currently allocated £4m towards this programme. Bursaries can be requested for any sum in the range of £500-£2,500. You may only request more than £2,500 if your request includes access costs (please refer to The Bridging Bursary Frequently Asked Questions (Page 11) for further detail about what we mean by access costs).

Please request the sum that you require, considering your immediate needs due to loss of earnings. We will award you the full amount requested. Given the finite nature of the fund, please be mindful of the needs of others and our desire to help as many people as we can.

Who can apply?

This fund is targeted at freelance artists and freelance creative practitioners who derive a significant proportion of their income from working in the not-for-profit sector in Scotland and have experienced a loss of earnings as a result of COVID-19.

All applicants must be based in Scotland.

What are the priorities for support?

Our aim is to support those most disadvantaged at this time. If you are not in immediate need please instead look at our new **Open Fund for Individuals: Sustaining Creative Development** which can support longer term developmental activity.

The funds are offered on a non-competitive basis and require you to submit minimal information to enable us to make awards as quickly as possible.

You should only request support if you are experiencing immediate financial difficulty due to loss of earnings from your creative work and / or practice due to COVID-19.

Bridging Bursaries are open to:

- Freelance professionals whose work has direct creative outcomes. You might be a visual artist in any medium, a writer or maker of poetry, prose or fiction, a playwright, actor or theatre-maker, a dancer, musician, craft maker or designer. You will derive a significant proportion of your income from your role in creating or producing original artistic, creative or design material and will invoice for this work direct.
- Freelance professionals whose work directly supports the making and presentation of creative work including events. You might be a theatre producer, a lighting designer, a gig promoter, an independent curator or creative producer. You will derive a significant proportion of your income from your role in supporting or producing original artistic, creative or design material and events and will invoice for this work directly.

Your CV must demonstrate that you have a freelance professional practice as described. If your role is not art form specific your CV must demonstrate that a significant proportion of your work is within the not-for-profit arts and creative industries sector.

We understand that many freelance workers will have regular work from the same employer. In that case you should explore what provisions the employer is making to support their workforce. You will be eligible for a Bridging Bursary if they are not able to support you and there is no other provision.

Creative Learning, Education and Participation-focused roles

You will be eligible if you have an established creative practice that you deliver in a creative learning context as a key element of your income. This might mean that you are a music, dance or drama educator working within a community or informal youth setting, or a freelance gallery educator or similar.

You should not submit a request to this fund for income lost for private tuition or tuition with formal education providers or commercial providers such as gyms or franchisees. In this case we advise you to investigate UK Government provision for wages and salaries threatened by COVID-19.

Part-time workers

You will be eligible if you are employed part-time and also have a freelance professional creative practice. Please only request the funds you need to address immediate difficulty due to the loss of your freelance earnings.

Freelancers in the Creative Industries

These bursaries focus on supporting artists and creative practitioners whose work is presented mainly within the not-for-profit sector and those who produce or otherwise support the bringing of this work to an audience.

Those working predominantly in the wider creative industries are not eligible. We anticipate that UK Government and enterprise agency interventions will be focused on this area.

Who is not eligible?

- Those who cannot demonstrate a freelance professional creative practice in the not-for-profit arts and creative industries sector
- Organisations
- Individuals based outside Scotland
- Anyone still at school, or 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
- Academics or other education professionals.

How to make a request

Frequently Asked Questions

Before making a request we strongly recommend that you read the **Bridging Bursary Frequently Asked Questions** (see Page 11).

What we will need from you

1. A CV (Curriculum Vitae) or a short supporting statement of your work. If possible, please upload documents in .doc, .docx or .pdf format. The document should be titled with the name of the individual requesting the bursary, e.g. Jane Smith.docx.

A CV is a short document which summarises a person's background, skills, experience and achievements. If you submit a short supporting statement instead of a CV, please ensure this includes specific details of your work as a freelance, creative professional, including dates of work undertaken.

2. A name and email address of a professional referee:
 - A professional referee can be anyone in a recognised role in the arts or creative industries who is in an appropriate position to verify that you have a professional practice as a freelance artist or freelance creative practitioner.
 - It can also be someone who has employed you as a freelance artist or creative practitioner in the not-for-profit sector in the past two years.
 - It can also be someone from a sector development organisation, a local creative network, or a current employer. The sector development organisations include The Federation of Scottish Theatre (FST), Scottish Contemporary Art Network (SCAN), Creative Edinburgh, Creative Dundee, Playwrights Studio Scotland, The Scottish Music Industry Association (SMIA), Craft Scotland, XpoNorth and others that exist to support artists, creative practitioners and creative businesses. For writers, a professional referee can be an agent, a publisher or a link to a Live Literature profile.
 - It cannot be a client for whom you have provided commercial services.
 - It cannot be an academic referee, i.e. someone who knows/knew you as a student.

What is the application process?

- 1.** We ask you to complete and submit a simple online request form, **found here**. If you are unable to access the online form, please contact us (see Page 10 for contact details)
- 2.** We will determine your eligibility by reviewing the information provided in your CV / short supporting statement to ensure that you are a freelance artist or freelance creative practitioner
- 3.** If necessary, we will contact your referee with a standard request to verify your position as a freelance artist or freelance creative practitioner
- 4.** In rare cases, we will contact you to clarify information provided in your request
- 5.** After approving your request, we will ask you to complete and return our Bank Details Form
- 6.** Upon receipt of your bank account details, we will pay 100% of the bursary
- 7.** There will be no contract for the bursary and we will not seek any monitoring or reporting information after the bursary payment

Please note:

If we cannot establish that you are a freelance artist or freelance creative practitioner whose earnings are directly impacted by COVID-19 we will let you know that your request has not been approved. This decision will be final.

We will respond to all requests within 4 weeks from the date of receipt and will try to respond more quickly where possible. If our capacity becomes reduced due to the COVID-19 pandemic, we will contact you to discuss an amended timescale.

Bank Details

- We can pay the bursary into your personal account only
- Your account must be a UK based bank account
- We will pay by a BACs payment
- Your account must be in the same name under which you made your request for the bursary
- You must complete and return Bank Details Form even if you have received funds from Creative Scotland in the past into the same account.

Not sure if you or your request is eligible?

If you want to clarify if you or your request is eligible, or you wish to discuss other questions about this fund, 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**

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.

Frequently Asked Questions

What do you mean when you say ‘in immediate difficulty’?

We understand immediate difficulty as an inability to meet essential costs at the present time.

What if I am not freelance?

If you are not freelance you should not apply. We advise you to investigate UK Government provision for wages and salaries threatened by COVID-19.

What if I operate as a company?

Only individuals working on a freelance basis are eligible for this fund. We advise you to investigate UK Government provision for small businesses threatened by COVID-19.

What if my role is in retail, catering or other support functions in the creative sector?

We are prioritising support to freelance practitioners whose primary source of income comes from their creative work. We advise you to investigate UK Government provision for benefits, wages and salaries threatened by COVID-19.

Can I request funds more than once?

No – this is a one-off bridging bursary designed to meet an immediate financial need. If you wish to apply for a longer-term project to sustain your practice, please refer to the revised Creative Scotland Open Fund for Individuals: Sustaining Creative Development.

Can more than one person in the same household request funds?

Yes – we recognise that more than one person in a household may be a freelance artist or freelance creative practitioner. If each individual meets the eligibility criteria and has a separate bank account in their name, they are eligible. Where more than one person is applying from the same household each individual should ensure they are only requesting funds relating to their personal costs.

Can I resubmit a request if I have been unsuccessful?

No, you cannot apply more than once to this fund.

What does not-for-profit sector mean?

The not-for profit sector is a wide term and includes charities, community interest companies and social enterprises. Surplus revenues are used to support the purpose of the organisation, including social and/or cultural benefits. Whereas, the for-profit sector makes private profit for directors, members or shareholders.

What if my creative practice and work is for the private sector?

An individual working in a freelance capacity to provide creative or design work primarily for a private/for-profit market, including intermediary creative agencies, is not eligible for this programme. This creative work is client led and driven by profit/sales.

What if I deliver my work through a limited company structure?

This fund is designed to support individuals with a freelance creative practice, including sole traders, working in the not-for-profit sector. It is not designed to support companies employing staff, for whom there are other support funds available.

However, we recognise that some individuals may work on a freelance basis and also work within their own company structure - this might be a company that exists to support funded projects; or to support a particular aspect of their work. In order to be eligible for this fund individuals must have a demonstrable freelance practice beyond solely working within this company structure. This would normally mean that you have worked on a fee/contract basis in a range of contexts or for a range of employers. The CV you submit should adequately demonstrate this.

What if I am an actor working across Screen and Arts sectors?

We understand that many actors work across a mix of media. The Bridging Bursary - Arts & Creative Sector programme can support those actors working live on-stage. Where your career clearly indicates a current specialism in screen only, you will not be eligible for support through this route. You may want to look at the Film and TV Charity - **Covid-19 Emergency Fund**, but please note the deadline for this fund is 22 April 2020.

What are access costs?

Access costs in this context can include, but are not limited to, the following:

- personal care support at home
- help with transport
- travel to medical appointments
- purchasing medication
- personal assistant support
- additional therapist support over and above of what you currently receive
- an advocate
- communication support such as BSL interpreter, note taker, speech to text reporter, lip speaker, audio description, facilitation or translation of documents into Easy Read or other formats such as large print or audio, translation support if English is not your first language
- communication support provided remotely or purchasing software and equipment to deliver communication support.

What if my need is not immediate?

Alongside this fund, we are launching the Creative Scotland Open Fund for Individuals: Sustaining Creative Development, aimed at sustaining practice across the sector in the medium term. If your need is not immediate, you should apply to this and not to the Bridging Bursary.

Potential impact on claiming other benefits

Please be mindful how this might impact on you and investigate current guidance. For the latest information go to [**www.creativescotland.com/coronavirus**](http://www.creativescotland.com/coronavirus)

How will you stop lots of people who don't need the money requesting funds?

Our priority in this moment of unprecedented instability for those working in the arts and creative industries is to get funds to those who need them. We are not making the process competitive or asking for evidence of need. Instead we are relying on artists and creative practitioners to be mindful of the collective needs of their peers when choosing to request funds. We trust our artistic community to respect this way of working at this time.

How quickly can I get the money?

We aim for a 4-week turnaround between you making a request and the money being received in your bank account. Where possible we will process requests more quickly, but we are also mindful of the potential volume of requests and the potential of delays within Creative Scotland due to staff absence or illness. We will be in contact with you during the process if the timescale changes.

Do I need to tell you what I want to spend the money on?

No. In this unprecedented moment, where individuals are experiencing a range of financial challenges, we are not being prescriptive about how you use the funds. They are to help you to sustain yourself as an artist or creative practitioner.

Why are you asking me about impact and other funds I have applied for?

This is to help us monitor and understand the situation and to inform our wider organisational response. Please provide only as much detail as you feel comfortable giving.

Can I apply to this programme as well as the new Open Fund for Individuals: Sustaining Creative Development?

Yes you can, however please note that the Bridging Bursary fund is for those experiencing immediate difficulty. If your need is not immediate, you should apply to our Open Fund for Individuals: Sustaining Creative Development.

Do I need to apply for the full £2,500?

No. We are asking people to request only what they need to address immediate difficulty due to loss of earnings directly due to COVID-19. We want to help as many people in immediate distress as we can.

Will you publish the names of people who have been awarded funds?

Yes. As a public funder we are required to publish the names and basic details of all those in receipt of funding through Creative Scotland. These awards will be published as part of our monthly listings, published every month, one month in arrears, **on our website here**.

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 here](#).

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 here](#). 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 to consider your application for the Bursary Fund. Without such CS will be unable to provide you with any funding.

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

Where the personal information you have provided to CS belongs to other individual(s), please refer to CS's Funding Privacy Notice. You are welcome to 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 legislation. 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.



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