

SCREEN SCOTLAND
SGRÌN ALBA

BRIDGING BURSARY FOR THE SCREEN SECTOR IN SCOTLAND

A fund for freelance or self-employed screen practitioners who have lost income from their work due to COVID-19

 Awarding funds from
THE NATIONAL LOTTERY®



ALBA | CHRUTHACHAIL

THE BRIDGING BURSARY – SCREEN SECTOR: A SUMMARY

- **This is a fund for freelance or self-employed screen practitioners working in all parts of Scotland’s screen sector who have lost work and income due to COVID-19**
- **You can seek between £500 and £2500 to help support your immediate needs**
- **The overall budget for this fund is £1.5m**
- **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.**

WHAT IS THIS FUND FOR?

This fund is to support freelance or self-employed screen practitioners working in Scotland's screen sector (exhibition, distribution, development, production or post-production for film or television, scripted or unscripted, live-action or animation, talent and skills development, film education) who are experiencing immediate financial difficulty due to the loss of screen sector income in Scotland as a result of the COVID-19 pandemic.

This is a one-off bursary that will provide a financial bridge for those people who are most deeply impacted and disadvantaged by COVID-19 related closures and cancellations across the sector.

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**. Screen's Bridging Bursary fund is not open to those who operate using a Personal Service Company structure or limited company structure. This is because there are alternative forms of business support available in this circumstance (see page 10 for further information).

We anticipate applications from self-employed or freelancers such as crew, specialist festival and venue staff, post-production, directors and film education and training practitioners (excluding on-screen talent).

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 want to respond to 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 respond to requests that take a little more time to reach us.

ACCESS SUPPORT

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.

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 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 the self-employed before making a request to this programme. It is your responsibility to consider the impact of an application to this fund on any other support you intend to access.

WHAT OTHER FUNDING SUPPORT IS AVAILABLE FOR INDIVIDUALS AT THIS TIME?

Screen Scotland's suite of **other funding programmes** remain available to individuals to consider during this period. Writers and producers are encouraged to apply to our development funds for project funding rather than to this bursary. Screen practitioners seeking funding for training opportunities during this time, can receive separate funding through our **Screen Professional Development Fund**.

The Screen Scotland Bridging Bursary is being offered on a non-competitive basis requiring minimal information to enable us to make awards as quickly as possible. We wish to support those most disadvantaged at this time and we trust the freelance screen workforce to respect this way of working.

WHAT IS THE OVERALL BUDGET FOR THIS FUND AND HOW MUCH CAN I APPLY FOR?

We have currently allocated £1.5 million 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 10) 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?

The fund is targeted at self-employed or freelance contractors normally working in the screen sector in Scotland (exhibition, distribution, development, production or post-production for film or television, scripted or unscripted, live-action or animation, talent and skills development, film education) whose income has been impacted by COVID-19.

The Bridging Bursary Fund is targeted at those who can demonstrate an active career within Scotland's screen sector (exhibition, distribution, development, production or post-production for film or television, scripted or unscripted, live-action or animation, talent and skills development, film education). The fund does not support those whose income is derived solely from commercial activities such as producing commercials, corporate videos or music videos.

Your CV must demonstrate that you have a self-employed/freelance professional practice, as described above, in the Scottish screen sector. If your role is not specific to the screen sector your CV must demonstrate that a significant proportion of your work is within the Scottish screen 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.

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

You should only request support if you are experiencing immediate financial difficulty following the loss of screen sector income as a result of COVID-19 and we will aim to address applicants in greatest need first.

Applicants must be based in Scotland and working within the screen sector in Scotland.

WHO IS NOT ELIGIBLE?

- Those who cannot demonstrate a career in the screen sector in Scotland
- Organisations or their employees
- 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)
- Academics or other education professionals not in freelance positions
- On-screen talent.
- Practitioners who deliver their services using solely a Personal Service Company structure (also known as loan-out companies). Please see page 10 for further advice about alternative methods of support if you/your company operates on this basis
- Those who derive their income solely from corporate activities including producing commercials, corporate videos or music videos.

HOW TO APPLY?

FREQUENTLY ASKED QUESTIONS

Before applying we strongly recommend that you read the **Bridging Bursary Frequently Asked Questions (see Page 10)**

WHAT WE WILL NEED FROM YOU?

- A CV (Curriculum Vitae) and links to examples of your work.
- A professional referee: this should be someone in a senior management position within the screen sector (such as a production manager/production executive, Head of Department or Festival Manager) or someone in a recognised role within the industry.

WHAT IS THE APPLICATION PROCESS?

1. Complete and submit the online request form, **found here**. If you are unable to access the online form, please contact us (see Page 9 for contact details).
2. We will determine your eligibility by reviewing the information provided in your CV / Biography to ensure that you are a self-employed screen 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 and upon receipt of your account details, we will pay 100% of the bursary
6. 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 freelancer or self-employed screen 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 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 Screen Scotland or 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 [@screenscots](#)

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.

BRIDGING BURSARY

FREQUENTLY ASKED QUESTIONS

WHAT IS IMMEDIATE DIFFICULTY?

We understand immediate difficulty as inability to meet costs in the immediate term.

WHAT IF I AM NOT FREELANCE?

If you are not freelance or self-employed you should not apply. We advise you to investigate government provision for wages and salaries threatened by COVID-19.

WHAT IF I OPERATE USING A PERSONAL SERVICE COMPANY STRUCTURE?

Only individuals working on a freelance basis (self-employed or PAYE contractors) are eligible for this fund. There are a number of alternative measures in place for those operating as Personal Service Companies.

These are some of the options available for accessing funding or advice for your business:

Scottish Government has recently announced £100 million support for the self-employed and SMEs. More info on how to access support can be found on the Find Business Support portal findbusinesssupport.gov.scot/coronavirus-advice

The UK Government has launched a new service that helps SMEs find UK-wide coronavirus financial support for your business www.gov.uk/business-coronavirus-support-finder

Scottish Enterprise, Highlands and Islands Enterprise and South of Scotland Enterprise are providing advice to help businesses access support www.scottish-enterprise.com

Film and TV Charity is operating a number of initiatives to help support those affected in the UK's screen sector. These initiatives are operating as funds become available. filmtvcharity.org.uk/covid-19-help-advice

We also advise getting in touch with your Local Authority to find out what support is available in your specific geographical area.

WHAT IF I DERIVE MY INCOME THROUGH A COMBINATION OF SELF-EMPLOYED, SHORT-TERM PAYE CONTRACTS AND/OR THROUGH SERVICES PROVIDED BY MY PERSONAL SERVICE COMPANY?

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 screen sector practice beyond solely working within this company structure. This would normally mean that you have worked on a fee or PAYE contract basis in a range of contexts or for a range of employers. The CV you submit should adequately demonstrate the true range of your screen career.

WHAT IF MY WORK ENCOMPASSES BOTH SCREEN SECTOR AND COMMERCIAL ACTIVITIES?

We understand that many practitioners working in the Scottish screen sector supplement their earnings with commercial activities such as producing advertising or providing commercial services such as producing wedding, music or training videos.

The Bridging Bursary Fund is targeted at providing support for those who have an active career within the screen sector (exhibition, distribution, development, production or post-production for film or television, scripted or unscripted, live-action or animation, talent and skills development, film education) and therefore your CV or statement of work needs to demonstrate that the greater part of your employment is derived through screen practice as described above.

WHAT IF MY ROLE IS IN RETAIL, CATERING OR OTHER SUPPORT FUNCTION IN THE SCREEN SECTOR?

We are prioritising support to freelance practitioners whose primary source of income comes from their creative work. We advise you to investigate government provision for 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 consider other [Screen Scotland funds](#).

CAN I APPLY TO THIS FUND AS WELL AS OTHER FUNDS?

Yes, with the exception of Creative Scotland's COVID-19 bursary, however this programme is for those experiencing immediate difficulty. If your need is not immediate, you should apply to other [Screen Scotland funds](#).

WHAT IF MY NEED IS NOT IMMEDIATE?

This fund is for freelancers or self-employed who are facing immediate financial challenges. Other **Screen Scotland funds** are open for applications.

CAN I RESUBMIT A REQUEST IF I HAVE BEEN UNSUCCESSFUL?

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

WHO SHOULD I PUT AS MY REFERENCE?

This should be someone in a management position within the screen sector in Scotland, we would expect these to come from those in positions such as heads of departments, festival/venue managers or post-production managers.

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 self-employed freelance practitioner in the screen sector. 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.

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, STTR - 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.

POTENTIAL IMPACT ON CLAIMING OTHER BENEFITS

Please be mindful how this might impact on you and investigate current guidance.

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 screen practitioners to be mindful of the collective needs of their peers when choosing to request funds. We trust our 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 Screen 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 a screen 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.

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 / Screen Scotland. These awards will be published as part of our monthly listings, published every month, one month in arrears, on the [Creative Scotland 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](#).

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 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 Privacy Notice**.

Where the personal information you have provided to CS belongs to other individual(s), please refer to CS's Privacy Notice. You are welcome to 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 legislation. Information on how to exercise these rights is contained in CS's 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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