

**SCREEN SCOTLAND  
SGRÌN ALBA**

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# **HARDSHIP FUND - SUPPLEMENTARY ROUND**

## **GUIDANCE FOR APPLICANTS**

THIS FUND IS FOR:

- THOSE WORKING IN THE SCOTTISH SCREEN SECTOR
- AUDIO/VISUAL CONTENT PRODUCERS
- PROFESSIONAL PHOTOGRAPHERS



Scottish Government  
Riaghaltas na h-Alba  
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# Summary

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## What is this fund for?

This round of funding from Screen Scotland's Hardship Fund provides a supplementary payment to those already in receipt of hardship bursaries and offers an additional opportunity to relevant freelancers who have not previously applied.

It has been provided by Scottish Government to support freelance screen practitioners working in all parts of Scotland's screen sector, with the addition of audio/visual content producers and professional photographers (whose work does not have to be specific to the screen sector), who are experiencing immediate financial hardship due to the loss of income as a result of the COVID-19 pandemic.

This supplementary round is part of Scottish Government's commitment of £8m to support creative freelancers who are experiencing hardship due to lost income from work and/or practice in the creative sector because of COVID-19 that is being distributed by Creative Scotland and external partners. This fund offers support to those who are most deeply impacted and disadvantaged by the cancellation of work due to the emergency situation.

The budget for this fund comes from unallocated funds from the previous two rounds of Screen Scotland's hardship funding.

## What is the budget for this fund?

The total budget for this second round of Screen Scotland's Hardship Fund is £300,000

## How much can you apply for?

Applicants already in receipt of an award from Screen Scotland's Hardship Fund can apply for a supplementary payment of £500.

First time applicants to the fund can apply for a bursary of up to £2,000. You may request more than £2,000 if your request includes access costs. (Please see Page 16 for additional information on access costs.)

## Who is eligible?

- Freelancers who work in film or television (scripted or unscripted, live-action or animation), film exhibition, distribution, talent.
- Producers of audio/visual content (including but not limited to those who make audio visual content to a client brief, including corporate, event (such as wedding videographers) or music videos and those who produce commercials).
- Professional photographers – who work to a client or customer brief (work does not need to be specific to the screen sector).

## Who is not eligible?

- Those who cannot demonstrate an ongoing career in the Scottish screen sector or as a professional photographer or as an audio/video content producer.
- Those actively working in full-time employment.
- Employees (**other than employees of a personal service company**) who are furloughed under the Coronavirus Job Retention Scheme and are receiving 80% or more of their full-time salary.
- Practitioners who have been able to furlough themselves as employees of their own personal service company under the Coronavirus Job Retention Scheme and have received support equivalent to, or in excess of, the UK living wage pro rata, since 1 April 2020.
- Self-employed individuals (or members of a partnership) who have received support under the Self-Employed Income Support Scheme (SEISS) equivalent to, or in excess of the UK living wage, pro rata, since 1 April 2020.
- 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.
- Those who have previously applied to Screen Scotland's Hardship Fund and were deemed ineligible.

**Please note that you cannot apply to BOTH the Screen Scotland Hardship Fund AND Creative Scotland's Hardship Fund for Creative Freelancers.**

## What information do you need to give us in your request?

### Repeat Applicants:

You will be asked to complete a declaration that confirms that you are experiencing ongoing financial hardship and are in need of supplementary support.

### First Time Applicants:

Along with basic information we will ask you to submit the following in support of your request:

- A CV (Curriculum Vitae) or biography of your work.
- A professional referee: this is someone in a senior management position within the screen sector or someone in a recognised role within the industry that you have worked for or provided services to.
- Registered company number or unique taxpayer reference (UTR), where relevant.

You must be able to confirm:

- that you earn the majority of your income either working in the screen sector, or producing audio / visual content or as a professional photographer.
- are in need of immediate financial assistance due to COVID-19
- that your income has been substantially reduced due to COVID-19
- are not currently in full-time Further or Higher Education
- have less than £6,000 in savings
- that your usual residence is in Scotland
- that the larger part of your employment takes place in Scotland
- that you are not in receipt of benefit from the government as a result of loss of earnings due to COVID-19, or if you are, that the sum total of the amount received is less than the UK living wage pro rata, since 1 April 2020.

## What is the timeline for the fund?

### Applications Open

**12 noon, Wednesday 2 December 2020**

### Decisions made

We will aim to notify applicants within six weeks of the date of application.

### Fund closing date

Screen Scotland's Hardship Fund will remain open until 12 noon, Wednesday 9 December. If funding is expended before this date then the fund will close earlier.

### What is the process for application?

Requests to the Hardship Fund can be made via the online portal:

<https://hardship.screen.scot/signup>

Please let us know if you need any support with submitting a request, for example if you have any access needs, are unable to complete the online application form, or if English is not your first language.

# Alternative Formats, Languages and Access Support

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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](https://contactscotland-bsl.org/deaf-bsl-users) for more information.

## Need help?

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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 at:

[enquiries@creativescotland.com](mailto:enquiries@creativescotland.com)

or visit:

[www.creativescotland.com/contact-us](https://www.creativescotland.com/contact-us)

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 promptly. If you need to speak to someone please email us with your contact details and we will call you back.

# What is the Screen Scotland Hardship Fund?

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This round of funding from Screen Scotland's Hardship Fund provides a supplementary payment to those already in receipt of bursaries from the fund and offers an additional opportunity to freelancers who have not previously applied.

It has been provided by Scottish Government to support freelance screen practitioners working in all parts of Scotland's screen sector, including audio/visual content producers and professional photographers (whose work does not have to be specific to the screen sector), who are experiencing immediate financial hardship due to the loss of income as a result of the COVID-19 pandemic. This round of funding is part of Scottish Government's commitment of £8m to support creative freelancers who are experiencing hardship due to lost income from work and/or practice in the creative sector because of COVID-19 that is being distributed by Creative Scotland and external partners. This fund offers support to those who are most deeply impacted and disadvantaged by the cancellation of work due to the emergency situation.

Screen Scotland's Hardship Fund aims to support and prioritise those most in need at this time. The overriding priorities for this programme are to retain a vital workforce within Scotland's screen sector which is at risk as a result of COVID-19. Practitioners who operate using a personal service company (PSC) or 'loan-out' type structure, sole traders and PAYE freelancers are eligible to apply if they have not yet received support that is equivalent to, or more than, the **UK living wage** pro rata from 1 April 2020.

We anticipate applications from freelancers who work in film or television (scripted or unscripted, live-action or animation), film exhibition, distribution, talent and skills development and film education.

In these exceptional circumstances, the criteria for this fund has been broadened to include those whose income is derived from screen related activities. This extends to those who produce audio/visual content (including but not limited to those who make audio visual content to a client brief, including corporate, event (such as wedding videographers) or music videos and those who produce commercials) and to professional photographers who make commercial work in response to a client or customer's brief outside of the screen sector. Please refer to the Hardship Fund Frequently Asked Questions (page 14) for a definition of audio/visual content producer and professional photographer.

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 due to access issues.

Those who are currently receiving support from the Self-Employment Income Support Scheme or Coronavirus Job Retention Scheme may not be eligible for support from this fund depending on the level of support they are in receipt of. Please refer to 'Who is not eligible section (page 9) for details on the levels of support and impact on eligibility.

These funds are being offered on a non-competitive basis requiring minimal information to enable us to make awards as quickly as possible.

Please let us know if you need any support with submitting a request, for example if you have any access needs, are unable to complete the online application form, or if English is not your first language.

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

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The total budget for this fund is £300k.

Repeat applicants to the fund can request an additional payment of £500.

First time applicants can request a bursary for any sum up to £2,000.

The £300k budget for this supplementary round of funding comes from unallocated monies from the previous two rounds of Screen Scotland's Hardship Fund.

## **First-time applicants**

You may only request more than £2,000 if your request includes access costs. Once agreed the sum awarded in respect of access costs will be supported in addition to the Hardship award. Please refer to The Hardship Fund Frequently Asked Questions (page 13 onwards) for further detail about access costs.

Please request the sum that you require, considering your immediate needs due to loss of earnings as a result of the COVID-19 pandemic.

If your application is eligible, 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.

Please note that you may not apply to both the Screen Hardship Fund and Creative Scotland and its external partners' Hardship Funds.

# Who is eligible?

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## Repeat Applicants

You will be eligible if you received a bursary in Round One or Round Two of the Screen Scotland Hardship Fund and are continuing to experience financial hardship.

## First-time Applicants

The Hardship Fund is targeted at self-employed or freelance contractors normally working in the screen sector in Scotland, broadly defined in this exceptional instance to those who produce audio/visual content (including but not limited to those who make audio visual content to a client brief, including corporate, event (such as wedding videographers) or music videos and those who produce commercials) and to professional photographers who make commercial work in response to a client or customer's brief outside of the screen sector. Please refer to the Hardship Fund Frequently Asked Questions (page 13) for a definition of audio/visual content producer and professional photographer.

This includes:

- sole traders
- those operating under a personal service company structure
- PAYE freelancers

The fund aims to support those who can demonstrate an active career prior to COVID-19. Your CV must demonstrate your freelance professional practice as defined by the criteria of this fund (please refer to the list of who is eligible – below).

Requests from those working consistently in the following areas of activity since 1st January 2018 will be considered:

- development, production or post-production for film or television, – scripted or unscripted, live-action or animation
- film exhibition
- distribution
- talent and skills development
- film education
- Audio / visual content production (including but not limited to those who make audio visual content to a client brief, including corporate, event (such as wedding videographers) or music videos and those who produce commercials)
- professional photographers

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 the Hardship Fund 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. You should only request support if you are experiencing immediate financial difficulty following the loss of income as a result of COVID-19. We will aim to address applicants in greatest need first. Applicants must be based in Scotland.

## Who is not eligible?

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- Those who cannot demonstrate an ongoing career in the Scottish screen sector (as defined under Who is eligible? – page 8) or a career as a professional photographer or in audio / visual content production.
- Those actively working in full-time employment.
- Employees (other than employees of a personal service company) who are furloughed under the Coronavirus Job Retention Scheme and are receiving 80% or more of their full-time salary.
- Practitioners who have been able to furlough themselves as employees of their own company under the Coronavirus Job Retention Scheme and have received support equivalent to, or in excess of, the UK living wage.
- Self-employed individuals (or members of a partnership) who have received support under the Self-Employed Income Support Scheme (SEISS) equivalent to, or in excess of the UK living wage.
- 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.
- Those who are in receipt of or eligible for funding from Creative Scotland's Hardship Fund for Creative Freelancers.
- Those who have previously applied to Screen Scotland's Hardship Fund and were deemed ineligible.

### **The Hardship Fund and other social security payments**

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 would have on payments. Those who are currently receiving support from the Self-Employment Income Support Scheme or Coronavirus Job Retention Scheme may not be eligible for support from this fund depending on the level of support they are in receipt of (see *Who is not eligible* section for details on the levels of support and impact on eligibility).

We advise that you check the most up-to-date information and advice from the UK Government on their support programmes 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 are currently in receipt of or intend to access.

# What do we need from you as a first-time applicant?

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These funds are being offered on a non-competitive basis as a one-off bursary 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 screen community to respect this way of working.

You will need to submit:

- A CV (Curriculum Vitae) or biography. If you have links to online examples of your work please include these.
- A short overview of your recent (since 2018) professional background and how COVID-19 has affected and impacted on your employment opportunities. This should include a brief overview of your specialist skills in the screen sector or as a professional audio/visual practitioner or photographer.
- A professional referee: this should be someone in a senior management position within the screen sector (such as a production manager/production executive, HOD or Festival Manager) or someone in a recognised role within the industry that you have worked for or provided services to.
- Registered company number or unique taxpayer reference (UTR), where relevant.

We may seek additional evidence from you as part of our eligibility check.

## Monitoring

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Screen Scotland is monitoring the ongoing impact of COVID-19 across the screen sector in order that we may more fully understand the short, medium and longer-term impacts of these extraordinary circumstances. We ask that you share information about how this has affected you professionally. Please note, **none of this information will have any bearing on your request for funding and these questions are non-compulsory.**

# How to apply

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## Repeat Applicants:

1. Login to your account via the online portal:  
<https://hardship.screen.scot/login>
2. Complete and submit the short declaration form that confirms that you are still experiencing financial hardship and are in need of continued support.
3. Once your request has been processed we will pay the additional amount into your bank account using the details provided for your initial bursary.

## First-time Applicants:

1. Complete and submit the request form through our online portal:  
<https://hardship.screen.scot/signup>

### **The application portal will open at noon on: Wednesday 2 December 2020.**

2. We will determine your eligibility by reviewing the information provided in your CV/biography to ensure that you are a freelance practitioner as defined by this fund.
3. If necessary, we will contact your referee with a standard request to verify that you/your company has provided services as a screen practitioner.
4. If required, we will contact you to clarify information provided in your request. We may also request additional information to help us verify that you derive your income from freelance work in the screen sector.
5. After approving your application we will contact you with confirmation of our decision and ask you to complete and return a Bank Details Form. We will pay 100% of the bursary requested. When confirming your bank details you need to ensure that you provide us with details of your personal account only. This must be a UK based bank account and must be in the same name under which you made your request for 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.  
We may share information on your award with The Film and Television Charity (see below).

To ensure the appropriate use of public funding and to avoid duplication, Screen Scotland may share certain information for comparison purposes (including your name, email address, type of fund applied to and funding amount requested) with a third party funding organisation, who will become a controller of your personal information when they receive it.

If we cannot establish that you are a freelance 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 6 weeks from the date of receipt, and will try to respond more quickly where possible. If our capacity becomes reduced we will contact you to discuss an amended timescale.

If you need help with submitting a request due to access needs, or are unable to fill in the online application form or require information in other formats, please get in touch with us and we can arrange support for you.

## Not sure if you are eligible?

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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 at: [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com) or visit: [www.creativescotland.com/contact-us](http://www.creativescotland.com/contact-us)

We are aware that this fund has a short turnaround, in order to enable us to allocate funds as quickly as possible, and we would like to assure you that we are picking up all enquiries promptly. If you need to speak to someone please email us with your contact details and we will call you back.

# Frequently Asked Questions

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## **What do we mean by hardship?**

In this context we define hardship as experiencing immediate financial hardship due to the loss of income as a result of the COVID-19 pandemic. For example, you may be finding it difficult to cover essential, day-to-day living costs due to lack of earnings.

## **What if I am not freelance?**

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

## **Can I submit a request to the Screen Hardship Fund Supplementary Round if I have received funding from Screen Hardship Fund Round One or Two?**

Yes – this round offers a supplementary payment of £500 to those who have already received a bursary from Screen Scotland’s Hardship Fund on condition that they can confirm that they continue to experience ongoing financial hardship.

## **Can I submit a request to the Screen Scotland’s Hardship Fund - Supplementary Round if I have received funding from Screen Scotland Bridging Bursary?**

Yes – this fund is designed to meet an immediate financial need as a result of loss of earnings in the screen sector due to COVID-19. We will accept applications from those who have already received funding from Screen Scotland’s Bridging Bursary as long as they can demonstrate continued financial need and still meet eligibility requirements. If you wish to apply for a longer-term project to sustain your practice, please consider other Screen Scotland Funds.

## **Can I submit a request to the Hardship Fund if I have previously applied for Screen Scotland’s Bridging Bursary and was unsuccessful?**

Yes, the criteria for this fund is different to that of the Bridging Bursary. The Hardship Fund’s eligibility includes self-employed screen practitioners that operate under a personal service company (PSC) structure, those providing commercial services (such as producing commercials, corporate videos or music videos) and professional photographers, roles that were not included in the eligibility for the Bridging Bursary.

## **Am I eligible to apply to the Hardship Fund for Creative Freelancers administered by Creative Scotland and external partners if I have applied to Screen Scotland’s Hardship Fund?**

No, Screen Scotland and Creative Scotland’s Hardship Funds are targeted at different sectoral workers. You **cannot** apply to both the Screen Hardship Fund AND the Hardship Fund for Creative Freelancers.

### **Can I apply to this fund if I am in receipt of funds and able to pay myself under the Coronavirus Job Retention Scheme?**

If you have been able to furlough yourself as an employee of your own company under the [Coronavirus Job Retention Scheme](#) you will only be eligible for this fund if you have received support that is less than the [UK living wage](#) pro rata, since 1 April 2020.

### **What is a personal service company?**

Personal service companies (aka ‘loan out companies’) are limited companies, which are usually set up by one contractor to provide professional services to end user clients. The contractor is often the company’s only shareholder and sole director. It is usual for contractors working under a PSC company structure to remunerate themselves through a combination of salary and dividends.

### **Can I apply to this fund as well as other Screen Scotland funds?**

Yes, however this programme is for those experiencing immediate difficulty. If your need is not immediate, you should apply to other [Screen Scotland funds](#)

### **Can I apply to this fund if I have received a grant under the Self-Employed Income Support Scheme (SEISS)?**

If you are a self-employed individual (or members of a partnership) who has received support from the [SEISS](#) you will only be eligible for this fund if you have received a grant/s where the sum is less than the equivalent of the UK living wage pro-rata since 1 April 2020.

### **What do we mean by ‘audio /visual content producer’?**

In this context we are using the term audio / visual content producer to incorporate those who make commercial work in response to a client or customer’s brief. This work can also be categorised as video production or videography. This includes, but is not limited to, those who make corporate, event (such as wedding videographers) or music videos as well as those who produce commercials. The examples provided here are not exhaustive and if your specific area of work is not covered by the examples in this list then please get in touch with us to get further information on your eligibility.

### **What do we mean by ‘professional photographer’?**

This means photographers who primarily make commercial work in response to a client or customer’s brief – this includes but is not limited to wedding, location, portrait, event, fashion, food, lifestyle, product and travel photography.

**Am I eligible to apply to Screen Scotland's Hardship Fund if I am a fine art photographer who makes original work predominantly for public exhibition or a visual artist who uses photography in my work?**

No, the criteria for Screen Scotland's Hardship Fund only covers professional photographers as defined above as an exceptional circumstance of this fund. Fine art photographers and visual artists are eligible to apply under the criteria of Creative Scotland's [Hardship Fund for Creative Freelancers](#).

**Am I eligible to apply to Screen Scotland's Hardship Fund if I am on-screen talent ie an actor or presenter?**

No, you are not eligible for Screen Scotland's Hardship Fund. However, you may be eligible under the criteria of Creative Scotland's [Hardship Fund for Creative Freelancers](#).

**Can I resubmit a request if I have been unsuccessful?**

No, if you apply to Screen Scotland's Hardship Fund – Supplementary Round and are unsuccessful, you cannot then resubmit your request.

**Can I apply to Screen Scotland's Hardship Fund – Supplementary Round if I have already applied to one of the other rounds and was deemed ineligible?**

No – if you have already applied and were found ineligible then you cannot apply in this round.

**Who should I put as my reference?**

This should be someone who you have worked for or provided professional services to, i.e. a client who can confirm that you have provided a service in exchange for financial remuneration. For those working within the Scottish screen sector we would expect these to come from someone in a management position such as a head of department, festival/venue manager or post-production manager. For those working in the audio / visual sector or as professional photographers we would expect a reference from someone you have provided a service to. Please note that we will not request specific details from your referee but rather that they confirm that you have worked for them in a professional capacity or provided a service to them. Referees should not be family members or a partner or co-director of a company you are a director of.

**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 then they will be considered eligible on an individual basis. 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 if the service I provide 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 apply for access costs?**

You can apply for access costs if you have experienced unexpected expense over and above usual core living costs as a result of COVID-19. These costs will have created increased financial hardship and/or increased exclusion and cannot be covered by any other statutory means.

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

- Personal care support at home
- Help with transport
- Travel to medical appointments
- Purchasing medication
- Personal assistant support
- Additional therapist support over and over 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 of audit, translation support if English is not your first language
- Communication support provided remotely or purchasing software and equipment to deliver communication
- Travel or adaptations related to caring responsibilities that have incurred additional cost
- Increased costs arising from the need for the applicant to remain shielding or in isolation where work cannot be restarted or continued and the cost of enabling adaptations need to be met

Please note day to day childcare is not eligible in this context as it is a predictable domestic expense and should be covered under core living costs.

### **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 screen sector 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 6-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 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.

### **As a first time applicant, do I need to apply for the full £2,000?**

No. We are asking people to request only what they need to address difficulty due to continued loss of earnings directly as a result of COVID-19.

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

We must publish the names of all those in receipt of public funding through Creative Scotland.

## State Aid

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State Aid involves public money being used to provide financial assistance to organisations. The use of State Aid is regulated and monitored to ensure that public money is not used to distort competition and trade in the European Union. The UK currently remains subject to State Aid regulations and the post-Brexit situation is under negotiation. More information on State Aid can be found here: [www.gov.scot/publications/state-aid-guidance/pages/determining-whether-it-is-state-aid](https://www.gov.scot/publications/state-aid-guidance/pages/determining-whether-it-is-state-aid)

Grants awarded through this fund are considered to be under the COVID-19 Temporary Framework for UK authorities (SA.56841), and under section 3.1 of the European Commission Temporary Framework for state aid measures to support the economy in the current COVID-19 outbreak (adopted on 19 March 2020 and amended on 3 April 2020) (the “Temporary Framework”).

The maximum total amount of aid that a company may receive from public bodies under section 3.1 of the Temporary Framework is €800,000. The Grant will be relevant if you wish to apply, or have applied, for any other aid through the Temporary Framework. Any recipient of funding from this scheme must retain the award letter for four years after the conclusion of the UK’s transition from the EU and produce it on any request from the UK public authorities or the European Commission.

## Data Protection

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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 [www.creativescotland.com/privacy-policy](https://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. You must share this Funding 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.

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.

## Making a complaint

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As an organisation, we will always listen to and respond to any concerns that you may have. If you would like to make a complaint about either the service you have received from Creative Scotland or the way we have handled your application, we have a process that you can use.

Please note that Creative Scotland does not have an appeals process and for this reason, we are unable to accept complaints that relate solely to the decision we have made rather than how we have made it.

For more information, please visit the Complaints section of our website: [www.creativescotland.com/resources/our-publications/policies/complaints-handling](http://www.creativescotland.com/resources/our-publications/policies/complaints-handling)

## Freedom of Information (FOI)

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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](http://www.foi.gov.uk) 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.

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Updated December 2020



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