

**SCREEN SCOTLAND
SGRÌN ALBA**

HARDSHIP FUND

GUIDANCE FOR APPLICANTS



Scottish Government
Riaghaltas na h-Alba
gov.scot



ALBA | CHRUTHACHAIL

September 2020

Summary

What is this fund for?

This fund has been provided by Scottish Government to support freelance screen practitioners working in all parts of Scotland's screen sector who are experiencing immediate financial hardship due to the loss of income as a result of the COVID-19 pandemic. The fund is part of Scottish Government's £5m commitment to support creative freelancers who are experiencing hardship due to lost income from work and/or practice in the creative sector due to COVID-19 that is being distributed by Creative Scotland and external partners. This fund offers a one-off bursary to those who are most deeply impacted and disadvantaged by the cancellation of work due to the emergency situation.

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. This includes practitioners who operate using a personal service company (PSC) or 'loan-out' type structure, sole traders and PAYE freelancers.

What is the budget for this fund?

The total budget for Screen Scotland's fund is £700k.

How much can you apply for?

Applicants can apply for a Hardship bursary of up to £2,000. You may request more than £2,000 if your request includes access costs.

Who is eligible?

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 we are broadly defining the screen sector to also include those whose income is derived from related screen industries such as producing audio/visual commercials, corporate videos or music videos and professional photographers.

Who is not eligible?

- Those who cannot demonstrate an ongoing career in the Scottish screen sector.
- 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.

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

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 working in the screen sectors as defined by the criteria of this fund (see page 7)
- 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, Tuesday 22 September 2020

Decisions made

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

Fund closing date

Screen Scotland's Hardship Fund will remain open until all funding has been expended.

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

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 for more information.

Need help?

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

or visit:

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?

This fund is targeted at freelance screen practitioners working in all parts of Scotland's screen sector who are experiencing immediate financial hardship due to the loss of income as a result of the COVID-19 pandemic. This fund offers a bursary to those who are most deeply impacted and disadvantaged by the cancellation of work as a result of 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. Screen 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 such as producing audio/visual commercials, corporate videos or music videos and to professional photographers who make commercial work in response to a client or customer's brief. Please refer to the Hardship Fund Frequently Asked Questions (page 11) for a full definition.

We 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. 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. The fund will close once all monies have been expended.

If you have already requested a Bridging Bursary from Screen Scotland in 2020 you may be eligible to apply for the Hardship Fund regardless of the outcome of your previous request.

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 8) for details on the levels of support and impact on eligibility.

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.

In this instance we will be working in partnership with Bectu Vision who are supporting the Screen Scotland team as external assessors. Bectu Vision will be supporting us to check eligibility and process requests as we are expecting a high demand for this fund.

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?

The total budget for this fund is £700k. Bursaries can be requested for any sum up to £2,000.

The funding comes from the Scottish Government's emergency funding package for the culture sector. The Scottish Government has committed £5m through Creative Scotland for creative freelancers who are experiencing hardship due to lost income from work and/or practice in the creative sector due to COVID-19. £700k of these funds have been allocated to the Screen Sector. The remainder of the funds for the wider arts and creative sector will be delivered through a range of partners operating existing hardship funds, supplemented by direct support from Creative Scotland for eligible freelancers whose roles are not supported by external funds. We anticipate that these funds will open in October.

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 11 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?

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 include the production of commercials and corporate videos as well as professional photography. Please refer to The Hardship Fund Frequently Asked Questions (page 11 onwards) for a definition of professional photography.

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 within Scotland's screen sector prior to COVID-19. Your CV must demonstrate your freelance professional practice in the Scottish screen sector as defined by the criteria of this fund (please refer to the list of who is eligible – below). If your role is not specific to the screen sector your CV must demonstrate that a significant proportion of your work happens within the Scottish screen sector.

Requests from those working consistently in the following areas of screen 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
- commercial practitioners (such as those who produce commercials, corporate videos or music videos)
- 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 screen sector income as a result of COVID-19. We will aim to address applicants in greatest need first. Applicants must be based in Scotland and working within the screen sector in Scotland.

If you have already requested a Bridging Bursary from Screen Scotland in 2020 you may be eligible for the Hardship Fund regardless of the outcome of your previous request.

Who is not eligible?

- Those who cannot demonstrate an ongoing career in the Scottish screen sector (as defined under *Who is eligible?* – page 7).
- 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.

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?

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.
- 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

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

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

The application portal will open at noon on:
Tuesday 22 September 2020.
2. We will determine your eligibility by reviewing the information provided in your CV/biography to ensure that you are a freelance screen practitioner as defined by this fund. As part of our process BECTU Vision will assist us in reviewing your application.
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 request and upon receipt of your account details, we will pay 100% of the bursary requested.
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).

Please note: We will be working in a third-party arrangement with Bectu Vision who will support our team in reviewing and processing requests submitted to the Hardship Fund.

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 4 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?

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 or visit: 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

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 request funds more than once?

No – this is a one-off hardship funding award designed to meet an immediate financial need as a result of loss of earnings in the screen sector due to COVID-19. 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 received funding from Screen Scotland's Bridging Bursary in 2020?

Yes, you can apply to the Hardship Fund if you have already received funding from Screen Scotland's Bridging Bursary.

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.

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](#)

Am I eligible to apply to the upcoming Hardship Fund 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.

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.

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 ‘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. Creative Scotland’s Hardship Fund will open in the coming weeks together with additional opportunities to access support under pre-existing sectoral hardship funds and it is anticipated that fine art photographers and visual artists will be eligible to apply under the criteria of these funds.

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 can apply for Creative Scotland's Hardship Fund when it opens in the coming weeks.

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 who you have worked for or provided professional services to. We would expect these to come from someone in a management position within the Scottish screen sector 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 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 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 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 £2,000?

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 are bound to publish the names of all those in receipt of public funding through Creative Scotland.

State Aid

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

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

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.

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

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

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 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. 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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