

**SCREEN SCOTLAND  
SGRÌN ALBA**

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# **INDEPENDENT CINEMA RECOVERY AND RESILIENCE FUND**

**APPLICATION QUESTIONS**



Scottish Government  
Riaghaltas na h-Alba  
gov.scot



ALBA | CHRUTHACHAIL

September 2020

# Independent Cinema Recovery and Resilience Fund

## Application Form Guide

This is a guide to the questions that you will be asking when submitting an application for the Independent Cinema Recovery and Resilience Fund.

Please note that all applications must be submitted through our [online application portal](#).

### Advice and Information

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Please read the [Independent Cinema Recovery and Resilience Fund Guidance](#) before making an application. If you have any general enquiries about the application process, guidelines or application form please contact us.

### 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 have any general enquiries about the application process, Guidance or Application Form, please contact our Enquiries Service. You can do this by email, through our website or social media.

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

**Web:** Fill out a form on [our website](#)

**Twitter:** Send us a tweet [@creativescots](#)

We aim to respond to all enquiries very promptly. If you want us to call you back, give us your number and we'll arrange to come back you as soon as possible.

If you are a deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Go to [www.contactscotland-bsl.org/public](http://www.contactscotland-bsl.org/public) for more information.

### **Please read the below instructions before you start.**

In order for us to be able to process your application, you need to complete ALL sections of this application. Please be advised, your application will be considered incomplete and will not be assessed if you do not provide an answer for each of the questions. If you consider that you have answered a question elsewhere in your application, please clearly tell us where.

Please note that word count limits are a maximum. We encourage you to only give us the information that is most relevant to your proposed activity and we understand that this will mean many applications do not use this maximum word limit.

All applicants **MUST** complete all sections

You must confirm you have read and understood the below documents above before proceeding

- Please confirm that you have read the [Independent Cinema Recovery and Resilience Fund Guidance](#) before completing this application form? Yes / No
- Please confirm that you have read and understood Creative Scotland's [Funding Privacy Notice](#) before completing this application form. Yes / No
- Please confirm that you have read and understood [Creative Scotland's Terms & Conditions](#) before completing this application form. Yes / No

## Section A: Contact Details

Please note that all correspondence will be made by email with the named lead contact only. Please ensure this information is correct and the lead contact is fully aware of the details in the application.

Please also note that organisations are required to provide additional supporting materials. Please see the Supporting Materials checklist in the [Guidance Document](#) for details.

- Name of Organisation
- Lead Contact Name and Position (if appropriate)
- Address
- Postcode
- Telephone Number
- Email Address
- Web Address
- Name of venue(s), if different
- Venue address(es), if different
- Venue website address(es), if different
- Are you a registered company?
- If you are a registered company, please provide your Registered Office address and Company Number
- Are you a registered charity? Yes / No
- If you are a registered charity, please provide your Registration Number

- Trading Name of Organisation
- Full Legal Name of Organisation (if different from above)
- Is your organisation an affiliate of subsidiary of another organisation? Yes / No
- If yes, please provide details
- What legal type of organisation are you? (*You should only choose one. We need the information so we can monitor our decision making and report to Scottish Government and the UK National Lottery on the types of organisations we fund.*)
  - Company Limited by Guarantee
  - Company Limited by Shares
  - Scottish Charitable Incorporated Organisation (SCIO)
  - Community Interest Company (CIC)
  - Local Authority
  - Cultural and Leisure Trust
  - Public Sector Agency
  - Trust or Foundation
  - Other
- Are you VAT registered? (If you answer YES and you are registered must not include any VAT that you can claim back for VAT, any figures you provide). Yes / No
- If you are VAT registered please provide us with your VAT number

## Section B: Key Information

In each relevant section below detail the information for each site you are applying to the fund for support.

- Is a primary purpose of your organisation providing a year-round cinema? Yes / No
- Annual turnover of organisation as per most recent audited account
- Number of screens and capacity per screen
- Annual number of screenings in 2019
- Annual audience attendance in 2019
- Local authority area for each venue
- Nearest other cinema site/s
- Number of full-time employees
- Number of part-time employees
- Proposed opening date or date reopened
- How much funding are you applying to Screen Scotland for? (Please ensure this matches the figure you have requested in your Cash Flow Projection in Section E)

## **Section C: Venue Summary**

### **Programming**

Provide a brief summary of the type of films and activity you provide within your usual programme; including any alternative content, event cinema, Q&As or other in-person activity. Please attach an example programme or brochure as a supplementary document, if you produce one. (Maximum 1000 words)

### **Community impact**

Please outline who your audience is and your impact in your area.

It might be useful to consider the areas of impact that Regional Screen Scotland and Social Value Lab have identified for local cinema; Culture, Wellbeing, Community, Learning, Local Economy, Environment and Heritage.

More information can be found within the [Local Cinemas Toolkit](#). (Maximum 1000 words)

### **COVID-19 Measures**

Please outline the key safeguarding measures in place and changes to your operation that you have put in place to ensure the safety of your staff and audiences. Please submit your COVID19 safeguarding guidance as a supplementary document. (Maximum 1000 words)

### **Reopening**

If you are yet to reopen, please outline your reopening plans and timescales. If you aren't able to reopen without support from this fund to address the gap between your fixed costs and income, please provide details of the situation. (Maximum 1000 words)

### **Equalities, Diversity and Inclusion**

Please outline your approach to making your programme accessible, representative and inclusive. This can include programming, audience engagement activity and special screenings for particular groups and audiences, access measures (including captioning and Audio Description) and work with representative groups and organisations in your community. (Maximum 1000 words)

## Section D: Organisation Viability

### Organisational Viability

Please complete the [Cash Flow Template](#) and use this section to provide an overview of how this Cinema Fund support will complement existing income and funding to reduce the risk of insolvency and build your organisation's sustainability to March 2021.

- How has your organisation been impacted financially by Covid-19?
- What is the level of risk of insolvency prior to March 2021?
- What other Covid-19 emergency funding have you applied for? Has this been successful?
- How much of the funding requested will go directly towards avoiding insolvency?

(Maximum 1000 words)

### End of furlough / avoidance of redundancy

Please outline how the requested amount will positively impact on your current staffing plans and how this will improve your future sustainability. Please detail any redundancy plans you have put in place or are intending to put in place, and how this fund will alter those plans. Provide specific detail on the number of jobs protected and their role/s in the organisation.

(Maximum 1000 words)

### Management and Governance

In this section please tell us the following about your organisation's management and governance.

Please outline your governance and staffing structure and who will be responsible for the allocation of any funding awarded. (Maximum 1000 words)

## Section E: Finance

### Screen Scotland/Creative Scotland Funding

Please outline any support you have received from Screen Scotland or Creative Scotland, including project funding, capital funding or Regular Funding.

Please detail:

- The current status of the funding
- Due to COVID-19, has that funding been used differently from its original purpose? If so, please detail how it has been reallocated
- If there is surplus, please outline what that is and how it will be used
- What the current expectation of support for 2021/22

(Maximum 1000 words)

### Please submit:

- A copy of your most recent audited accounts
- A completed [cashflow template](#) outlining the following income lines shown separately:
  - The amount requested through this fund
  - Income from Box Office
  - Income from concessions and other sales
  - Donations, memberships
  - Confirmed Local Authority or other Public funding
  - Confirmed grants for other sources. Please provide the source.
  - Other Income (e.g. tenant rental income)
  - Additional confirmed COVID-related support (job retention scheme, grants, loans etc). Please provide the source.

And the following cost lines shown separately:

- Staffing costs (including salaries, NI and pension contributions)
- Mortgage/Rent
- Rates
- Utilities
- IT (e.g. web hosting, software licences)
- Loan repayments and bank charges
- Audit and accountancy
- Insurance
- Maintenance
- Other eligible fixed costs (please detail)

An assumption that all suppliers and creditors are being paid on time



## Supporting Materials

In this section we have listed the essential and optional information that you will need to supply in support of your application. Please do not send any other information as this will not be considered within the assessment process.

Supporting material	Essential	Optional	Please tell us if this information has been attached to the application or where it can be accessed
All applicant organisations (except Local Authorities) must provide a copy of founding legal documents (for example Articles of Association, Trust Deeds, or written constitution).		x	
A completed Cash Flow template	x		
A copy of your most recent statutory year-end accounts. Please state whether these have been audited or checked by an independent examiner.	x		
Venue brochure/programmes		x	
COVID-19 safeguarding policy	x		
Your Equal Opportunities Policy.	x		
If you have an Equalities, Diversity and Inclusion Action Plan, please submit this too.		x	

## Statement of Acceptance

**PLEASE STATE THE NAME OF THE PERSON WHO HAS COMPLETED THE FORM. THIS PERSON MUST BE AN AUTHORISED SIGNATORY OF THE ORGANISATION APPLYING, OR BE THE PERSON NAMED IN SECTION B, PART 1, OF THE CONTACT DETAILS.**

I hereby confirm that the information in this application submission including the supporting documents is true and correct and I acknowledge that it is my responsibility to inform you immediately of any changes which could affect the interpretation or context of the application, and I confirm I will undertake to do this.

I acknowledge that the **terms and conditions** of this application and any other information supplied and discussed regarding this application, the assessment and decision making process, or in connection with this transaction as a whole (“the Confidential Information”) is and shall remain strictly confidential. I confirm that I shall not disclose to any third party or make public the Confidential Information without Creative Scotland’s prior written approval.

I acknowledge that Creative Scotland will endeavour to keep all information provided securely, but as a Public Authority in terms of the Freedom of Information (Scotland) Act 2002, may be required to disclose certain information under the Act. Where I stipulate at the time of providing information to Creative Scotland that I believe the information should be considered exempt from disclosure under that Act, and a request to Creative Scotland is subsequently made for disclosure of same or all of that information, Creative Scotland will endeavour to discuss such disclosure with me prior to making its decision. I do, however, accept and acknowledge that the ultimate decision on disclosure rests solely with Creative Scotland regardless of any prior statements or requests I have issued.

I confirm that all cash and in-kind contributions from the company or my own personal resources stated in the funding plan section of this application form are correct and that I have the authorisation to allocate the sums stated and I am responsible for ensuring that adequate resources will remain available to meet these requirements. In the event of any changes to the sums indicated I will provide a signed letter of confirmation.

I acknowledge that Creative Scotland is obliged to comply with Money Laundering Regulations 2007 and the Proceeds of Crime Act 2002 and I will, if requested, provide ID verification from any investor or myself, where appropriate, to meet compliance requirements.

I acknowledge that once Creative Scotland have confirmed the Offer of Funding in writing (via email) that Creative Scotland have the right to publicise their Offer of Funding on the Creative Scotland website and through other Creative Scotland information channels. I understand that Creative Scotland’s Offer of Funding does not place Creative Scotland under any obligation to release funds until such time as all contractual negotiations are complete and Creative Scotland’s Conditions Precedent have been met and their Funding Agreements signed off.

I confirm that I will not make any public statements (or allow others to do so on my behalf) regarding Creative Scotland’s Offer of Funding until such time as Creative Scotland has authorised and approved the form and content of any public statement.

I confirm that I have the power to accept the award under the conditions set out in the Creative Scotland Guidelines and in this Application Form.

I declare that I have read and understood the Creative Scotland Guidelines, this Application Form, Funding Privacy Notice and the Conditions of Funding of Creative Scotland.

I hereby confirm acceptance of the above Statement of Acceptance and all related documents.

**(PLEASE TICK THIS BOX TO CONFIRM ACCEPTANCE)**

- Name of Authorised Person
- Position of Authorised Person
- Date



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