

**SCREEN SCOTLAND  
SGRÌN ALBA**

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# **INDEPENDENT CINEMA RECOVERY AND RESILIENCE FUND**

**GUIDANCE FOR APPLICANTS**



ALBA | CHRUTHACHAIL

September 2020

# Summary Page

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## What is this fund for?

The Independent Cinema Recovery and Resilience Fund aims to bridge the significant immediate financial gap faced by independently owned cinemas during reopening and operation in the short-term. The financial support will cover a proportion of venue fixed costs until end of March 2021.

## What is the budget for this fund?

The total budget for this fund is £3.5m. The funding comes from the Scottish Government.

## Who can apply?

We are looking for applications from organisations who are owned and operated in Scotland and who run independent cinema venues providing a year-round programme of primarily new release titles, and who show (or were showing pre-lockdown) at least 9 screenings per week on DCP.

## Who cannot apply?

- Businesses not based in Scotland
- Volunteer-led organisations
- Organisations screening solely from Blu-ray or DVD
- Organisations whose cinema operations have been wholly supported through other COVID-19 funds

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

If your application is eligible then we will ask you to:

- Provide detailed financial information about your organisation, including your most recent audited accounts and a cash-flow projection until end of March 2021
- Demonstrate how funding will be able to enable your cinema/s to continue to operate and reduce the immediate risks of redundancies and insolvency.
- Outline how you will be able to deliver a programme of screenings in line with your programming ethos, including any special events, outreach and engagement activity.
- Demonstrate community value and identify how you contribute to the geographic spread of provision across Scotland.

## What is the timeline for the fund?

### Applications Open

**12 noon, Monday 14 September 2020**

The online application portal will open for applications.

### Application Deadline

**12 noon, Monday 5 October 2020**

The online application portal will close to applications. No late applications will be accepted.

### Decisions made

**Week commencing 26 October 2020**

We will aim to notify all applicants of our decision during this week

# 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 Independent Cinema Recovery and Resilience Fund?

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The Independent Cinema Recovery and Resilience Fund is a £3.5m fund from the Scottish Government. The fund recognises the valuable contribution that independent cinemas make to the social, cultural and economic wellbeing of communities across Scotland. It addresses the critical financial need faced by Scotland's independent cinemas.

The Fund aims to bridge the significant immediate financial gap faced by cinemas during reopening and operation in the short-term. The financial support will cover a proportion of venue fixed costs until 31 March 2021, enabling the reopening and continued operation of venues and the return to work of furloughed workers, significantly reducing the risk of widespread redundancies and closure of vital community assets.

The Fund will aim to secure the survival of Scotland's independent cinemas, enabling them to re-establish and adjust their business models to account for the impacts of the COVID crisis and recover to a positive position in the medium-to-long term.

## What are we looking for?

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Funding will be prioritised to achieve the following:

- Enable independent cinemas to return to full-time operation
- Remove the threat of insolvency to the end of March 2021
- Allow for staff to return from furlough and minimise redundancies
- Ensure cinemas can deliver as full a programme of public screenings and associated activities as possible.

# What can we support?

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The Fund provides financial support towards essential fixed operational costs, until 31 March 2021. The fund aims to help address the financial gap between income and expenditure, enabling independent cinemas to operate at break-even. Please note – this fund is not able to act as a replacement for all lost income during this period.

**The following are examples of the types of costs we consider to be essential fixed operational costs:**

- Staffing costs (including salaries, NI and pension contributions)
- Mortgage/Rent
- Rates
- Utilities
- IT (e.g. web hosting, software licences)
- Existing business loan repayments and bank charges
- Audit and accountancy
- Insurance
- Essential maintenance required to reopen
- Costs related to providing ongoing access measures for staff and audiences (please see the Equality, Diversity and Inclusion section on Page 7)

**Ineligible costs include:**

- Costs incurred before the COVID-19 crisis
- Historic debt
- Replacement stock and perishables
- Redundancy programmes
- Programming costs (for programming and audience development support, please see the BFI FAN: Film Exhibition Fund, run by Film Hub Scotland: [www.filmhubscotland.com/opportunities/funding/film-exhibition-fund](http://www.filmhubscotland.com/opportunities/funding/film-exhibition-fund))
- Venue reopening costs related to COVID-19, including PPE and venue adjustments
- Any costs related to sites outside of Scotland

The details above are not definitive. If you need any clarification please contact our Enquiries Service.

## Who can apply for funding?

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Independent cinema operators based in Scotland are eligible to apply and are defined as follows:

- Owned and operated in Scotland
- Organisations may be privately owned, a charity, owned and operated by local authority or community group
- Not a subsidiary or affiliate of a larger organisation
- Operated as a viable business for a least one year before lockdown (i.e. in operation at least since 23 March 2019)
- Provides a year-round programme of primarily new release titles, and showing (pre-lockdown) at least 9 screenings per week on DCP

The Fund is targeted at professionally staffed organisations that have a primary function as a year-round dedicated cinema.

Only one application per organisation is allowed. Where an organisation runs multiple cinema venues in Scotland then all venues covered under the application must be located within Scotland.

Venues that are also applying for support from the Scottish Government Performing Arts Venue Relief Fund or other support related to COVID-19 can apply if they are eligible, but they must outline the support already received and how support through this fund is additional and necessary.

If you would like to discuss your eligibility before applying, please contact us on [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com)

## Who cannot apply?

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The following are not eligible to apply to this fund. Please note this is not exhaustive and if you are unsure about your eligibility please contact us before applying.

- Businesses not based in Scotland
- Volunteer-led organisations
- Organisations screening solely from Blu-ray or DVD
- Organisations whose cinema operations have been wholly supported through other COVID-19 funds
- Organisations in administration, receivership and liquidation

## How much can I apply for?

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This is a £3.5m fund and you can apply for eligible costs (as detailed in the What can we support? section on Page 5) to address the financial gap between income and expenditure, enabling you to operate at break-even.

Please Note – This fund is not a replacement for all lost income.

This is not intended to be a competitive fund. We intend to provide support to eligible applicants who meet the criteria and provide an evidenced request of need to the fund. If the fund is oversubscribed, then awards may be adjusted to ensure the funding is used most effectively.

## What are the priorities for the fund?

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Priority will be given to cinemas venues in communities where there is no other similar provision who provide a full programme of primarily new releases.

In addition, cinemas that provide a programme of activity that enhances engagement with film and undertake outreach to local communities and organisations will also be considered a priority. However, we recognise the value of local cinema and welcome applications from operators who are unable to provide this additional activity.

## Equality, Diversity and Inclusion

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COVID-19 has had a disproportionately negative impact particularly on people from the following backgrounds:

- Women
- People from Black, Asian and Minority Ethnic backgrounds
- People who are Carers
- People who are or have been in care
- Disabled people
- Older people
- People with pre-existing health conditions
- People on a low income and/or benefits
- People who live in deprived areas

To ensure that staff and audiences with these characteristics are not disproportionately impacted by the significant changes to your operation please ensure that you are considering the impact of your adjusted activity.

Your plans for activity and any adjustments should embed principles of equality, diversity and inclusion. This may include considerations in relation your employees, audiences, activities, your physical space, facilities, services or communication channels.

This is an opportunity to ensure that any adjustments to your operation have positive impact on people who have had limited access to your activities and / or those who have been disproportionately negatively impacted by the current situation.

If there are new essential fixed operational costs that are incurred to mitigate and accommodate this activity, then please include that within your application.

Example 1: to ensure an at-risk staff member can continue to do their job safely then they may need to work from home and therefore incur additional IT costs. This does not apply to staff members who are not disproportionality at risk or impacted.

Example 2: to make an auditorium safe it may require the removal of a wheelchair accessible space, meaning an audience member who uses a wheelchair would no longer be able to attend, so a new seating arrangement is needed. This does not apply to general venues changes made to account for new safeguarding measures.

We expect all applicants to commit to creating an accessible and inclusive venue.

Inclusive Cinema is a UK-wide project developed by the BFI Film Audience Network (FAN) and is designed to support screen exhibitors. It provides a rich resource with how-to guides, useful data and case studies and links to training and where to find funding.

[inclusivecinema.org](https://www.inclusivecinema.org)

The Bigger Picture (developed by FAN) also showcases how film exhibitors from across the UK are making a difference with case studies, articles, guides and research developed by exhibitors for exhibitors. [www.the-bigger-picture.com/guides](https://www.the-bigger-picture.com/guides)

A good way to ensure equalities, diversity and inclusion are embedded within the work of your organisation is to create an Equalities, Diversity and Inclusion (EDI) Action Plan. Creative Scotland have produced a toolkit for its Regularly Funded Organisations. Although not specific for cinemas, this toolkit can be used as a guidance when you planning your equality, diversity and inclusion actions.

[www.creativescotland.com/resources/professional-resources/guidance-and-toolkits/equalities,-diversity-and-inclusion-action-plans-a-toolkit](https://www.creativescotland.com/resources/professional-resources/guidance-and-toolkits/equalities,-diversity-and-inclusion-action-plans-a-toolkit)

# How to submit a request for funding

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We require you to fill out an online application form and supply us with a series of supporting materials. The form consists of nine questions as detailed on Pages 10-11.

Applications should be made through our online application portal which can be accessed via this link:

[portal.creativescotland.com/cinema-relief-fund](https://portal.creativescotland.com/cinema-relief-fund)

The online application form will open for applications at **12 noon on 14 September 2020**. You will not be able to apply before this point.

Applications must then be submitted by the deadline of **12 noon on 5 October 2020**. No late submissions will be accepted.

What follows is a complete checklist of all the information and questions you will need to answer in order to complete your online application, allowing you time before online applications open to gather the materials required and prepare the answers to the questions in advance. Please note that all applicants are required to complete the online application and we cannot accept other types of submission.

**Please also note that the online application process requires your application to be completed in one sitting** (i.e. you cannot stop your application and complete it later or return to a page that you have already completed). So we recommend that you develop your answers to the questions we're asking (see next section) in advance of submitting your application. We are aiming to improve our online application systems to include this function in future.

If you have any questions about the fund, about your venue's 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)

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.

# Application questions and supporting materials checklist

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The online application form will ask you to give us the following information about you and your cinema:

## **Section A: Contact Details**

**Section B: Key Information about your venue** (including turnover, admissions, screen capacity, and employee numbers)

**Section C: Venue Summary**, including the following questions

### **- Programming summary:**

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 (up to 1,000 word limit).

### **- 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** (up to 1,000 word limit).

### **- 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 COVID-19 safeguarding guidance as a supplementary document (up to 1,000 word limit).

### **- Reopening plans:**

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 (up to 1,000 word limit).

### **- 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 (up to 1,000 word limit).

## **Section D: Organisation Viability, including the following questions**

### **- Organisational Viability** (including insolvency risk and other COVID-19 support received):

In addition to completing the cashflow forecast template you should also provide an overview of how this Fund will complement existing income and funding to reduce the risk of insolvency and build your organisation's sustainability to March 2021 (up to 1,000 word limit). 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?

### **- End of furlough plans / 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 (up to 1,000 word limit).

### **- Management and Governance:**

Please outline your governance and staffing structure and who will be responsible for the allocation of any funding awarded (up to 1,000 word limit).

## **Section E: Finance, including the following questions:**

### **- Other 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: (up to 1,000 word limit)

The current status of the funding

Has that funding been used differently from its original purpose due to the impact of COVID-19?

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 is the current expectation of support for 2021/22

# What supporting materials do I need to submit?

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In addition to the completion of the online application, you will also need to supply the following supporting materials (please note – if you are applying for multiple venues please ensure that you include the relevant information for each venue)

1. A copy of your founding legal documents
2. A completed cash flow forecast – this should show the monthly movements in the cash balance split into the major costs and income lines. Please use additional templates for each venue you are applying for and rename the template for each venue. You can download the cashflow forecast template from [www.screen.scot/independent-cinema-recovery-and-resilience-fund](http://www.screen.scot/independent-cinema-recovery-and-resilience-fund)
3. A copy of your most recent audited accounts
4. Programme information that you feel is relevant and that will help demonstrate the programming of your venue. (Optional)
5. Your COVID-19 Safeguarding Policy
6. Your Equal Opportunities Policy, and your Equalities, Diversity and Inclusion Action Plan if you have one

Your application should:

- Demonstrate how funding will be able to enable your cinema/s to reopen and reduce the immediate risks of redundancies and insolvency.
- Outline how you will be able to deliver a programme of screenings in line with your programming ethos, including any special events, outreach and engagement activity.
- Demonstrate community value and identify how you contribute to the geographic spread of provision across Scotland.

Applications must then be submitted by the deadline of **12 noon on Monday 5 October**. No late submissions will be accepted. We may come back to you for more information to inform the assessment as required.

# What happens to my application after it is submitted?

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## Stage 1: Receipt of application

Shortly after submitting your application, you will receive an automated response confirming receipt. If you do not receive this automated email please check your spam filters, junk files and deleted items. If there is still no sign of it, get in touch with us at [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com) as soon as possible to check that we have received your application.

## Stage 2: Eligibility checking and assessments

After the deadline for applications closes, all eligible applications will be assessed by Screen Scotland staff, although we may use external experts to provide feedback on specific aspects of the application. Your assessor will have specialist knowledge and understanding of the film exhibition sector. Assessments will be made on the information you provide in your application, including your financial information, information available online about your venue and the assessor's knowledge of your venue. We may discuss your application with other public bodies.

Please note that assessors might find that an application is not eligible during their initial review. We will email you and let you know if this is the case. We will also explain why your application is not eligible.

The assessor will consider your application against the criteria as listed. The assessor will make a recommendation on whether your application is assessed as 'recommended for funding' or 'not recommended for funding'. The assessor can recommend that you are awarded a lower amount from the amount requested and will explain why this is the case. Some specific conditions of award may be also recommended at this point.

## Stage 3: Decision making

Decisions on applications will be made by a decision-making panel made up Screen Scotland's specialist staff. The panel will consider the individual merits of each application as outlined in the assessment and against the priority areas as outlined above.

#### Stage 4: Applications awarded funding

We will let you know by email that you have been awarded funding. This email will tell you what to do next.

We will ask you to return a signed copy of the contract.

Your contract will include standard conditions of award and may include some special conditions. Funding will be released in two installments – 75% upon receipt of the signed contract and 25% in January 2021.

We will publish all awards on the Screen Scotland website.

#### Applications not awarded funding

We will let you know the outcome of your application by email. We will tell you why your application was not awarded funding and provide feedback. You can request a copy of the assessment of your project to help you understand how well it met the criteria for the fund.

## Timetable for the Fund

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The planned timetable for the fund is as follows:

Publication of fund guidance	<b>Thursday 3 September</b>
Application process opens for submission	<b>12 noon, Monday 14 September</b>
Deadline for Applications	<b>12 noon, Monday 5 October</b>
Eligibility Checking and Assessment	<b>Monday 5 – Wednesday 21 October</b>
Decision-making panel	<b>Friday 23 October</b>
Notify all applicants of their decision	<b>Week commencing Monday 26 October</b>

If any of these dates change, we will notify all applicants as soon as possible.

## 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](http://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](http://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.



Scottish Government  
Riaghaltas na h-Alba  
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