

Creative Scotland

Bridging Bursary

Request Form:



Advice and Information

Please read the **Guidelines and FAQs** document before making an application. These can be accessed on the [Creative Scotland website](#).

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:

Email: enquiries@creativescotland.com

Telephone: **0845 603 6000 (10am-12pm & 2-4pm, Mon – Fri)**

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 for more information.

In order for us to be able to process your request, you need to complete all sections of this form. Please be advised, we will not be able to process your request if you do not answer all the questions.

Please confirm that you have read the Bridging Bursary Guidelines and FAQs document before completing this request form. <i>(Delete as appropriate)</i>	Yes
	No
Please confirm that you have read and understood Creative Scotland's Funding Privacy Notice before completing this Bridging Bursary Request Form.	Yes
	No
Do you object to receiving National Lottery funding for religious reasons? <i>(Delete as appropriate)</i>	No
	Yes
Do you hold a UK Bank account in your name? <i>(Delete as appropriate)</i> All individuals must hold a UK Bank Account.	Yes
	No

Your Details

All key correspondence will be made by email with the named individual only, please ensure this information is correct.

Name	
Address	
Postcode	
Telephone Number	
Email Address	
Web Address <i>(if applicable)</i>	

About Your Work

<p>What art form or creative area would you use to categorise your main area of work and/or practice?</p> <p><i>(Please type an X in the box in the right-hand column)</i></p> <p>We ask for this information in order that this request can be processed by the relevant team within Creative Scotland.</p>	Multi-art form	
	Crafts	
	Creative Learning	
	Dance	
	Design	
	Digital	
	Literature	
	Music	
	Theatre	
	Visual Arts	
	Other (please specify)	
<p>Please provide us with a CV* or a short supporting statement of your work. The document you share with us should include a brief overview of your specialist skills and experience in the sector.</p> <p><i>*A CV is a short document which summarises a person's background, skills, character, experience and achievements.</i></p> <p><i>(Please type an X to confirm which document you are submitting as part of the request).</i></p>	CV	
	Short supporting statement	
<p>Professional Referee*</p> <p>Please provide the name and contact details of someone (a referee) that can vouch that you are a freelance creative or screen practitioner. By providing these details, you understand that we may contact your referee.</p> <p><i>*A professional referee can be anyone in a recognised role in the arts or creative industries who can verify that you have a professional practice as a freelance artist or creative practitioner.</i></p> <p>If you need further advice on providing a referee please look at the Guidance and FAQs.</p>		
Referee name		

How are they known to you?	
Referee email	

Finance

Are you eligible for the Self-employment Income Support Scheme? <i>(delete as appropriate)</i>	Yes
	No
Why are you ineligible?	
How much are you requesting? You can request a minimum of £500 and a maximum of £2,500.	£
You may apply for more than £2,500 if your request includes access costs and access requirements. Please tell us how much money you are requesting for access costs (this will be in addition to the bursary request above)	£
By typing your initials in the box to the right and confirming the terms and conditions below, I hereby agree to and accept the following terms and conditions, which will apply to my agreement with Creative Scotland in relation to Bridging Bursary: 1. I hereby warrant, represent and confirm to Creative Scotland that: <ul style="list-style-type: none"> to the best of my knowledge and belief, I meet all of the eligibility criteria in respect of Bridging Bursary; and the information I have provided to Creative Scotland in, or in 	I agree to the terms and conditions stated

connection with, this application form and / or Bridging Bursary is true, accurate and complete.

2. I hereby acknowledge and agree that:
- I shall promptly repay to Creative Scotland any money incorrectly paid to me as a result of an administrative error, including (without limitation) situations where either an incorrect sum of money has been paid or where grant monies have been paid in error before I have complied with all eligibility criteria relating to the grant; and
 - if at any time Creative Scotland determines that: I have misrepresented any information in, or in connection with, this application form for the Bridging Bursary; or I do not meet any of the eligibility criteria in respect of the Bridging Bursary, then Creative Scotland may require me to repay the whole or any part of the grant I have received, in which case I shall repay such money within 30 days of demand by Creative Scotland. It is important that you read and understand the above terms and conditions that will apply to this agreement before agreeing by checking the. If there is any term that you do not understand or do not wish to agree to, then

please ask for further information.

Monitoring

Creative Scotland is monitoring the ongoing impact of COVID-19 across the sector. We would be grateful if you could provide the following information; it is optional to complete this section. This section of the form is for monitoring purposes only and is not information that we will consider in processing your request.

Please tell us briefly how COVID-19 has impacted on your freelance income due to the cancellation of existing and future work.

Have you applied for any other funds for support directly related to the impact of COVID-19?

Are you currently in receipt/have you previously been in receipt of any other Creative Scotland funding?

We will honour all funding already awarded regardless of whether the funded activity is cancelled, reduced or rescheduled. If you have any funding left to claim you can do so now.

Statement of Acceptance

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 this request, and I confirm I will undertake to do this.

I acknowledge that the **terms and conditions** of this request and any other information supplied and discussed regarding this request and approval 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 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 Request Form.

I declare that I have read and understood the Creative Scotland Guidelines, this Request 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

.....
Date

**Please submit your completed application form to:
bridgingbursary@creativescotland.com**

Please now complete your [Equalities Monitoring Form](#) and email it along with your application form. Please note: the Equalities Monitoring Form is anonymous and will be processed separately from your application.