



# **Financial Support Toolkit**

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**For the Craft Sector during Coronavirus (COVID-19)**

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## Introduction

The UK and Scottish Governments have announced a variety of packages to support business through the Coronavirus (COVID-19) pandemic. Please note the guidance below details the Scottish support (where devolved). At time of writing some details and clarifications of specific support packages are still to be announced by the government.

To start it is important to remember you CAN apply for multiply sources of support / funding (if you are eligible of course) rather than only being entitled to one Coronavirus (COVID-19) support measure i.e. you are not required to just choose only one measure you want to utilise.

Please note, that double funding through governmental and non-governmental bodies should be avoided. Double funding is where the same activity is funded through more than one funding stream. Makers/craft businesses should carefully prioritise which support they think they need.

Please be extremely careful to use correct websites etc. when applying for schemes as fraudsters will see this as an opportunity for scams.

## Disclaimer

Craft Scotland and Hollis Accounting Ltd. do not accept responsibility for any person acting or refraining to act as a result of any information provided in this toolkit. It is not intended to be definitive information covering all aspects but is commentary on the subject of Financial Support for the Craft Sector during Coronavirus (COVID-19). The information provided in this toolkit will be compiled using every best endeavour of Craft Scotland and of those contributing to it.

Readers must not rely wholly on information given to decide on any specific course of action and must use their own judgement or seek appropriate professional or legal advice where appropriate to respond to their specific circumstances.

No liability, howsoever caused, for loss or damage of any kind resulting from information provided in this toolkit is attached to Craft Scotland, any of its staff or those individuals who contributed to the toolkit, webinar or COMPASS 1:1 Session or its content in respect of any fault, error, negligence, or omission.

## Overview of Support (subject to eligibility criteria)

Below is an overview of some of the support schemes available, and whether it is potentially available to a limited company or a self-employed business, and whether you need to have a business premises. Following this overview, each of the schemes will then be summarised, covering their key points.

(Please note for employer support if you are self-employed this applies ONLY to any employee costs, processed via payroll, NOT your own drawings.

	<b>Who is potentially eligible:</b>		
	<b>Limited Company</b>	<b>Self - Employed</b>	<b>Must have premises</b>
<b>Support for businesses:</b>			
1. Scottish Government Coronavirus Support Grant (businesses with premises)	Y	Y	Y
2. Coronavirus Job Retention Scheme (CJRS for employers)	Y	Y	n/a
3. VAT deferral (all VAT registered businesses)	Y	Y	n/a
4. Business rates (businesses with premises)	Y	Y	Y
5. Statutory Sick Pay (SSP) rebate scheme (employers)	Y	Y	n/a
6. Coronavirus Business Interruption Loan Scheme (CBILS)	Y	Y	n/a
7. HMRC Time to Pay Service (all taxes considered)	Y	Y	n/a
8. Insurance	Y	Y	n/a
9. Scotland's Route Map	n/a	n/a	n/a
10. Additional Business Support	Y-varies	Y-varies	Y-varies
<b>Support specifically for the self-employed (sole trader or partnerships):</b>			
11. Self-Employment Income Support Scheme [extended]	N	Y	n/a
12. Scottish Government Self-Employment Fund	N	Y	n/a
13. Income Tax Self-Assessment payments deferral	Y	Y	n/a
14. Enterprise Relief Fund	Y-varies	Y	Y-varies
15. Additional Support for the Self-Employed	Y-varies	Y	Y-varies
<b>Support for Individuals:</b>			
16. Scottish Welfare Fund	n/a	n/a	n/a
17. Universal Credit	n/a	n/a	n/a
18. The Eaton Trust	n/a	n/a	n/a
19. The Smallwood Trust	n/a	n/a	n/a
20. Additional Support for Individuals	n/a	n/a	n/a
<b>Sector-specific support:</b>			
21. Creative Businesses	Y-varies	Y-varies	n/a
22. Additional Support for the Creative Sector	Y-varies	Y-varies	Y-varies
23. Retail, hospitality and leisure	Y-varies	Y-varies	Sometimes
24. Third sector and charities, as well as some non-sector-specific funding/support	Y-varies	Y-varies	n/a

## Summary of Various Business Support Schemes Available

<b>SUMMARY OF VARIOUS BUSINESS SUPPORT SCHEMES AVAILABLE</b>			
	<b>Name of support scheme &amp; what it does</b>	<b>Who is eligible?</b>	<b>How to access?</b>
<b>Support for businesses:</b>			
1	<b>Scottish Government Coronavirus Support Grant</b> This provides, to occupiers of business premises only, a one-off grant of £10,000 to eligible small businesses and £25,000 to eligible retail, hospitality & leisure business.	£10,000 grant <b>ALL</b> small businesses if: <ul style="list-style-type: none"> <li>• Businesses registered with small business bonus scheme (or rural relief) as the occupier of premises (also available if applied for other reliefs such as Disabled Relief so please check detailed guidance on your local authority website)</li> <li>• Extension to introduce 75% grant on subsequent business properties announced 15/4/20 and available to apply from 5/5/20</li> </ul>	Applications are made via your local council website for the Coronavirus Business Support Fund.
		£25,000 grant for retail, hospitality & leisure businesses: <ul style="list-style-type: none"> <li>• Available to these types of business with rateable value between £18,001 up to &amp; including £51,000</li> </ul> Note: self-catering accommodation & caravans are eligible for a grant if they: <ul style="list-style-type: none"> <li>- Are the primary source of income for rate payer (one third or more), and</li> <li>- Were let out for 140 days or more in 2019/20</li> </ul> <a href="https://www.gov.scot/news/gbp-1-billion-business-support-fund-opens/">https://www.gov.scot/news/gbp-1-billion-business-support-fund-opens/</a>	Councils aim to make payment within 10 working days of receiving application
2	<b>Coronavirus Job Retention Scheme (CJRS)</b> All UK employers with a PAYE scheme (who submit via RTI) will be able to access this support to pay part of their employees' salary for those employees that would otherwise be laid off during the crisis.	<ul style="list-style-type: none"> <li>• All UK wide employers with a PAYE scheme created and started on or before 28/2/20, which includes businesses and charities (as well as other types of organisations not covered here)</li> <li>• Must have a UK bank account (HMRC will pay via BACS payment)</li> <li>• HMRC will pay employers a grant worth 80% of an employee's usual wage cost up to cap of £2,500 per month (for those staff classed as furloughed). HMRC will also pay for the associated Employer NIC &amp; Employer Pension (up to 3% auto enrolment minimum contribution level) <b>ON TOP</b> of the 80% salary cost.</li> </ul>	The new HMRC system opened on Monday 20 April and is done online via government gateway account.  HMRC indicates payments should be

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		<ul style="list-style-type: none"> <li>• Will cover cost of wages from date of agreed furlough, potential cover backdated to 1 March &amp; now extended to 30/6/20.</li> <li>• Employees must have been on PAYE payroll on or before 19/3/20 and notified to HMRC on an RTI submission by the same date.</li> <li>• Furloughed employees must 'agree' to this status (evidence required) and usual employment law applies so advice should be sought. During <b>furlough staff are NOT allowed to do any work</b> for the employer. Please note <b>directors can potentially be furloughed, however they can only do their statutory duties</b> during that period (no work to generate revenue etc.).</li> <li>• There is also an issue with the HMRC claim system where it will not currently accept annually paid employees.</li> <li>• Furlough period must be for a minimum 3-week period for each employee. You do not have to furlough all employees at once, a rota basis can be done etc.</li> <li>• The grant is taxable but understood to be outside the scope for VAT.</li> <li>• If you are a self-employed individual or partnership you can access this scheme but <b>only</b> if you employ staff (who are on your payroll and not the business owners) i.e. the sole trader or partners in partnership who take 'drawings' are <b>not</b> eligible for this.</li> </ul> <p>Note: HMRC retain the right to retrospectively audit all aspects of your claim. You need to calculate the claim amount.</p> <p>Detailed guidance can be found on HMRC website:  <a href="https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme">https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme</a></p>	<p>made within 6 days.</p> <p>Remember to access you must designate affected employees as 'furloughed workers' and employees <b>MUST</b> agree to this. This process is subject to usual employment law processes.</p> <p>Can be any type of employment contract including: full-time; part-time; flexible or zero hour contracts; agency contracts</p>
	<p><b>Other Schemes</b></p>	<ul style="list-style-type: none"> <li>• VAT Deferral - UK VAT registered businesses with a VAT payment due between 20 March 2020 and 30 June 2020,</li> <li>• Deferral of Income Tax Self-Assessment Payment due 31 July 2020</li> </ul>	<p>See point 3, 4 &amp; 7, as well as the gov.uk website.</p>

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	<b>Name of support scheme &amp; what it does</b>	<b>Who is eligible?</b>	<b>How to access?</b>
		<ul style="list-style-type: none"> <li>• HMRC Time to Pay Service: all businesses and self-employed people in financial distress, and with outstanding tax liabilities, may be eligible to receive support with their tax affairs,</li> <li>• Non-Domestic Rates Relief (All businesses): all non-domestic properties in Scotland will get a 1.6% relief. This relief effectively reverses the increase applied for 2020/21. You do not need to apply for this relief – it will be applied to your bill by your local council,</li> <li>• Deferring Payment of Non-Domestic Rates (Business Rates),</li> <li>• Support for Water Bills.</li> </ul> <p><a href="https://www.gov.uk/coronavirus/business-support">https://www.gov.uk/coronavirus/business-support</a></p>	
3	<p><b>VAT deferral</b> This is available to any UK VAT registered business which has a payment due between 20/3/20 and 30/6/20. VAT will be deferred but will become due on or before 31/3/21.</p>	<ul style="list-style-type: none"> <li>• <b>VAT returns still need to be submitted on time</b></li> <li>• VAT refunds will be made as normal.</li> <li>• You do not need to tell HMRC you are deferring payment this is automatic.</li> <li>• Does not cover VAT Moss payments (VAT Mini One Stop Shop).</li> <li>• If you pay via direct debit you must CANCEL that as soon as possible.</li> <li>• VAT payments after this deferral period are payable as normal.</li> <li>• Reminder the payment is a deferral (not waived) so will be payable by 31/3/21.</li> <li>• You can pay the VAT as normal if you prefer</li> </ul> <p><a href="https://www.gov.uk/guidance/deferral-of-vat-payments-due-to-coronavirus-covid-19">https://www.gov.uk/guidance/deferral-of-vat-payments-due-to-coronavirus-covid-19</a></p>	<p>Automatically available however if you pay via direct debit that must be cancelled.</p> <p>Note: no interest or penalties will be charged on any amount deferred as a result of Chancellor's announcement</p>
4	<p><b>Business rates</b> All non-domestic properties in Scotland will receive a 1.6% business rates relief for 2020/21.</p> <p>Sector specific – rates holiday for 2020/21 tax</p>	<p>Applied to all Scottish non-domestic properties for 2020/21 and will mean the planned rate rise is frozen as a result of this relief</p> <p>Retail, hospitality and leisure businesses will get 100% rates relief for 2020/21. To get this relief the property must be occupied (temporary closure due to Coronavirus (COVID-19) is treated as occupied)</p>	<p>Automatically applied to your bill by your local council</p> <p>Automatically applied to your bill by your local council</p>

**SUMMARY OF VARIOUS BUSINESS SUPPORT SCHEMES AVAILABLE**

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	<p>year for retail, hospitality &amp; leisure businesses.</p> <p>Payment deferral of non-domestic rates.</p>	<p><a href="https://www.mygov.scot/non-domestic-rates-coronavirus/non-domestic-rates-relief-to-help-during-coronavirus/">https://www.mygov.scot/non-domestic-rates-coronavirus/non-domestic-rates-relief-to-help-during-coronavirus/</a></p> <p><i>Any sector – if you are struggling to pay your non-domestic rates bill, contact your local council and ask them for payment options</i></p>	<p>Contact your local council</p>
<p>5</p>	<p><b>Statutory Sick Pay (SSP) rebate scheme</b> Available to all small-and-medium sized employers to reclaim SSP paid for sickness due to Coronavirus (COVID-19) absence.</p>	<ul style="list-style-type: none"> <li>• The Coronavirus Statutory Sick Pay (SSP) rebate scheme will repay employers the current rate of SSP (£95.85 a week) that they pay to current or former employees for sickness periods starting on or after 13/3/20.</li> <li>• If you pay over the current SSP rate you can only recover the SSP current rate element of it.</li> <li>• Repayment will cover up to 2 weeks starting from first day of sickness if employee has Coronavirus (COVID-19) or is self-isolating at home due to Coronavirus.</li> <li>• Employees do not need to provide a doctor’s fit note to make a claim.</li> <li>• To be eligible PAYE scheme must have been created and started on or before 28/2/20, are UK based, and have &lt;250 employees on 28/2/20.</li> <li>• Covers all types of employment contract (e.g. including zero hour)</li> </ul> <p><a href="https://www.gov.uk/statutory-sick-pay">https://www.gov.uk/statutory-sick-pay</a></p>	<p>HMRC online service to make these claims is not yet available.</p> <p>You will need to retain records for at least 3 years following your claim</p> <p>If you are <b>self-employed you can check your eligibility for Universal Credit or Employment &amp; Support Allowance (ESA)</b> on the UK Government website</p>
<p>6</p>	<p><b>Coronavirus Business Interruption Loan Scheme (CBILS)</b> UK Government providing lenders with partial guarantee of 80% on loans up to £25 million.</p>	<ul style="list-style-type: none"> <li>• Loan scheme to support SMEs with access to loans, overdrafts, invoice finance and asset finance of up to £5 million and for up to 6 years.</li> </ul> <p>Further details: <a href="https://www.british-business-bank.co.uk/ourpartners/coronavirus-business-interruption-loan-scheme-cbils-2/">https://www.british-business-bank.co.uk/ourpartners/coronavirus-business-interruption-loan-scheme-cbils-2/</a></p>	<p>Contact your lender or through one of the accredited finance providers</p> <p>As well as CBILS your bank can</p>

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			potentially help with other financial support – contact them directly.
7	<b>HMRC Time to Pay Service</b> Covers any outstanding tax liabilities.	All businesses and self-employed people in financial distress, with outstanding tax liabilities, may be eligible to receive support. Assessed on case-by-case basis. Possible help – paying by instalments, suspending debt collection, cancelling interest and penalties.  <a href="https://www.gov.uk/difficulties-paying-hmrc">https://www.gov.uk/difficulties-paying-hmrc</a>	Contact HMRC new dedicated helpline <b>0800 0159 599</b>
8	<b>Insurance</b>	On 5/03/2020, Coronavirus was added to list of notifiable diseases by UK Government. Unfortunately, most commercial insurance policies do not cover pandemics or unspecified notifiable diseases such as Coronavirus (COVID-19) however businesses should check their insurance policy terms & conditions.	Check your insurance policies
9	<b>Scotland's route map through and out of the crisis</b>	On 21 May 2020, the Scottish Government released a Route Map out of Coronavirus (COVID-19).  The route map gives an indication of the order in which we will carefully and gradually seek to change current restrictions. It provides practical examples of what people, organisations and businesses can expect to see change over time. The phasing table will continue to be updated.  <a href="https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis/pages/3/">https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis/pages/3/</a>	
10	<b>Additional Support for Businesses</b>	We list additional funding and business support as they are released on our Opportunities Listing.  Visit: <a href="https://www.craftscotland.org/community/">https://www.craftscotland.org/community/</a>	Visit <a href="http://craftscotland.org/community">craftscotland.org/community</a>  Or sign-up to our newsletter



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	Name of support scheme & what it does	Who is eligible?	How to access?
		Or sign-up to our newsletter: <a href="https://www.craftscotland.org/newsletter-subscription">https://www.craftscotland.org/newsletter-subscription</a>	
<b>Support specifically for the self-employed (sole trader or partnerships):</b>			
11	<p><b>Self-Employment Income Support Scheme (UK Government) [extended]</b> Support self-employed i.e. sole trader as well as members of partnerships whose income is negatively impacted by Coronavirus (COVID-19).</p> <p><i>Please note those who operate as a limited company do not qualify as they are not self-employed.</i></p> <p>You can make a claim for Universal Credit while you wait for the grant, but any grant received will be treated as part of your self-employment income and may affect the amount of Universal Credit you get. Any Universal Credit claims for earlier periods will not be affected.</p>	<p>Scheme provides a grant to self-employed individuals or partnerships worth 80% of their <b>profits</b> up to a cap of £2,500.</p> <p>This scheme is being extended. You'll be able to make a claim for a second and final grant in August 2020. <a href="#">Find out more about the extension to the scheme.</a></p> <ul style="list-style-type: none"> <li>• HMRC will use average profits from tax returns in 2016/17, 2017/18 &amp; 2018/19 to calculate the size of grant or just on 2018/19 profitability. Review detailed guidance to help understand the specifics.</li> <li>• Majority of income must come from self-employment and your profits must be less than £50,000 pa.</li> <li>• Must have traded in 2019/20, be currently trading at point of application (or would be except for Coronavirus (COVID-19)) and intend to continue to trade in 2020/21.</li> <li>• You must have filed a 2018/19 tax return as self-employed or member of partnership (and those who had not filed yet had 4 weeks from announcement to do i.e. deadline of 23/4/20).</li> <li>• You can continue to trade through COVID-19 lockdown, and still be eligible for this scheme (this differs to the situation of furloughed staff on Job Retention Scheme).</li> <li>• The grant is taxable but understood to be outside the scope for VAT.</li> </ul> <p>There are further clarifications of the requirements expected from HMRC so advise you check &amp; review the detailed guidance: <a href="https://www.gov.uk/guidance/claim-a-grant-through-the-coronavirus-covid-19-self-employment-income-support-scheme">https://www.gov.uk/guidance/claim-a-grant-through-the-coronavirus-covid-19-self-employment-income-support-scheme</a></p>	<p>HMRC should NOT be contacted as they will use existing information to <b>INVITE applications</b> once scheme is operational – will be via gov.uk online service.</p> <p>HMRC is currently working on the scheme (not yet open) &amp; grants are expected to be paid in June.</p>
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	<b>Name of support scheme &amp; what it does</b>	<b>Who is eligible?</b>	<b>How to access?</b>
	<p><b>Scottish Government Newly Self-Employment Hardship Fund</b> Newly announced, full details not yet provided but should be open to applications by end of April.</p>	<ul style="list-style-type: none"> <li>• <b>Newly self-employed &amp; suffering hardship</b> may qualify for £2,000 grant from the Scottish Government Newly Self-Employed Hardship Fund. Intend to relieve hardship of people ineligible for the UK Government Self-Employment Income Support Scheme.</li> <li>• <b>Fund to open by end of April with grants received in early May.</b></li> <li>• Eligibility information, and full details of grant application process are currently being finalised and will be available shortly.</li> </ul> <p><a href="https://www.gov.scot/news/lifeline-support-for-business-confirmed/">https://www.gov.scot/news/lifeline-support-for-business-confirmed/</a></p>	<p>Applications will be via your local council</p> <p><i>Scheme applications not yet open</i></p>
13	<p><b>Income Tax Self-Assessment payments deferral</b> July payments on account can be deferred until January.</p>	<ul style="list-style-type: none"> <li>• Automatic offer to defer your 2<sup>nd</sup> payments on account due on 31/7/20 until 31/1/20. No application required and no penalties/interest will be charged.</li> <li>• You do not need to be self-employed to be eligible for deferment,</li> <li>• It is optional so if you are still able to pay on 31/7/20 you can do so.</li> </ul> <p><a href="https://www.gov.uk/difficulties-paying-hmrc">https://www.gov.uk/difficulties-paying-hmrc</a></p>	<p>Automatic offer; no need to contact HMRC.</p> <p>Contact HMRC if want to set up budget payment plan.</p>
14	<p><b>Enterprise Relief Fund</b></p>	<ul style="list-style-type: none"> <li>• <b>Enterprise Relief Fund-</b> £5 million fund from Prince's Trust &amp; NatWest offering grants to self-employed people aged 18-30, who set up their business in the last 4 years, and don't have any other source of income during the crisis. Cash grants are available as well as one-to-one support/guidance.</li> </ul> <p><a href="https://www.princes-trust.org.uk/about-the-trust/coronavirus-response/enterprise-relief-fund">https://www.princes-trust.org.uk/about-the-trust/coronavirus-response/enterprise-relief-fund</a></p>	<p>Apply directly via the Prince's Trust website.</p>
15	<p><b>Additional Support for the Self-Employed</b></p>	<p>We list additional funding and business support as they are released on our Opportunities Listing.</p>	<p>Visit <a href="http://craftscotland.org/community">craftscotland.org/community</a></p>

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		Visit: <a href="https://www.craftscotland.org/community/">https://www.craftscotland.org/community/</a>  Or sign-up to our newsletter: <a href="https://www.craftscotland.org/newsletter-subscription">https://www.craftscotland.org/newsletter-subscription</a>	Or sign-up to our newsletter
<b>Support for Individuals:</b>			
16	<b>Scottish Welfare Fund</b> The Scottish Government have allocated a further £45 million to this fund. This helps families and people in Scotland who are on low incomes through Crisis Grants and Community Care Grants.	<ul style="list-style-type: none"> <li>You can apply for a <b>Crisis Grant</b> if you're in crisis because of a disaster (like a fire or flood), or an emergency (like losing your income).</li> <li>This support is available from local authorities but due to Coronavirus (COVID-19), local councils may not be able to offer a face to face service when you apply for a Crisis or Community Care Grant.</li> <li>After you've applied, your local council will try to get back to you as soon as they can. Since there has been a recent increase in the number of people applying, this may take longer than normal.</li> </ul> <a href="https://www.mygov.scot/scottish-welfare-fund/apply-or-track-your-application/">https://www.mygov.scot/scottish-welfare-fund/apply-or-track-your-application/</a>	Apply via your local council. Contact by phone or by going to their website.
17	<b>Universal Credit</b> Government support for those on a low income or out of work.	<ul style="list-style-type: none"> <li>You can make a claim for Universal Credit while you wait for the Self-employment Income Support Scheme.</li> <li>The Self-employment Income Support Scheme grant is included as part of your self-employment income, and it may affect the amount of Universal Credit you get, but it will not affect Universal Credit claims for earlier periods.</li> </ul> <a href="https://www.gov.uk/universal-credit">https://www.gov.uk/universal-credit</a>	Apply to Universal Credit online using the gov.uk portal
18	<b>The Eaton Fund</b>	The Eaton Fund provides donations to those who are in need of financial assistance.  The Trustees are able to consider applications for grants from the following people, if they are resident in the UK: <ul style="list-style-type: none"> <li>Artists</li> </ul>	Visit the Eaton Fund website

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		<ul style="list-style-type: none"> <li>• Women</li> <li>• Nurses</li> </ul> <p><a href="http://www.eaton-fund.co.uk/">http://www.eaton-fund.co.uk/</a></p>	
19	<b>The Smallwood Trust</b>	<p>The Smallwood Trust has been helping women on low incomes since 1886, more than 130 years. All funding is directed at meeting this mission.</p> <p>The Smallwood Trust aims to achieve its outcomes through grant-making, evaluating what projects and approaches work best and partnership working.</p> <p>The Smallwood Trust grants funding to individuals and organisations.</p> <p><a href="https://www.smallwoodtrust.org.uk/">https://www.smallwoodtrust.org.uk/</a></p>	Visit the Smallwood Trust website.
20	<b>Additional Support for Individuals</b>	<p>We list additional funding and business support as they are released on our Opportunities Listing.</p> <p>Visit: <a href="https://www.craftscotland.org/community/">https://www.craftscotland.org/community/</a></p> <p>Or sign-up to our newsletter: <a href="https://www.craftscotland.org/newsletter-subscription">https://www.craftscotland.org/newsletter-subscription</a></p>	<p>Visit <a href="http://craftscotland.org/community">craftscotland.org/community</a></p> <p>Or sign-up to our newsletter</p>
<b>Sector-specific support:</b>			
21	<p><b>Creative sector support:</b></p> <p><b>I. Creative Scotland: Open Fund Sustaining Creative Development</b></p>	<p><b>Creative Scotland: Open Fund Sustaining Creative Development</b></p> <ul style="list-style-type: none"> <li>• <b>Creative Scotland - Open Fund: Sustaining Creative Development</b> provides support for individuals &amp; organisations to sustain their creative development in coming months. Funding available between £1,000 and £50,000.</li> <li>• The Open Fund for Organisations will not be in competition for funding applications for individuals</li> </ul>	Download application form on Creative Scotland and submit directly on Creative Scotland.

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	Name of support scheme & what it does	Who is eligible?	How to access?
		<p><a href="https://www.creativescotland.com/funding/funding-programmes/open-fund-sustaining-creative-development">https://www.creativescotland.com/funding/funding-programmes/open-fund-sustaining-creative-development</a></p> <p><i>Remember you may be eligible for a number of schemes detailed above and below which are not sector specific. This is not an exhaustive list.</i></p>	
	<p><b>Creative sector support:</b></p> <p><b>2. Scottish Government Creative, Tourism &amp; Hospitality Enterprises Hardship fund.</b></p>	<p><b>Scottish Government Creative, Tourism &amp; Hospitality Enterprises Hardship fund.</b></p> <ul style="list-style-type: none"> <li>Announced on 21 April 2020, a new <b>Creative, Tourism &amp; Hospitality Enterprises Hardship fund</b>. It will provide support to creative, tourism and hospitality companies of up to 50 employees who are not in receipt of business rates relief, providing £3,000 hardship grants or larger grants up to £25,000 where it can be demonstrated support is needed.</li> </ul> <p><a href="https://www.gov.scot/news/lifeline-support-for-business-confirmed/">https://www.gov.scot/news/lifeline-support-for-business-confirmed/</a></p>	<p>Scheme applications not yet open – via local council and enterprise agencies</p>
	<p><b>Creative sector support:</b></p> <p><b>3. Scottish Government Pivotal Enterprise Resilience Fund</b></p>	<p><b>Scottish Government Pivotal Enterprise Resilience Fund</b></p> <ul style="list-style-type: none"> <li><b>Pivotal Enterprise Resilience Fund</b> - targeted towards vulnerable SME firms who are vital to the local or national economic foundations of Scotland who are ineligible for other Government support. Awaiting further details.</li> </ul> <p><a href="https://www.gov.scot/news/lifeline-support-for-business-confirmed/">https://www.gov.scot/news/lifeline-support-for-business-confirmed/</a></p> <p><i>Remember you may be eligible for number of schemes detailed above and below which are not sector specific. This is not an exhaustive list.</i></p>	<p>Scheme applications not yet open – via local council and enterprise agencies</p>
22	<p><b>Additional Support for the Creative Sector</b></p>	<p>We list additional funding and business support as they are released on our Opportunities Listing.</p>	<p>Visit <a href="http://craftscotland.org/community">craftscotland.org/community</a></p>

SUMMARY OF VARIOUS BUSINESS SUPPORT SCHEMES AVAILABLE			
	Name of support scheme & what it does	Who is eligible?	How to access?
		Visit: <a href="https://www.craftscotland.org/community/">https://www.craftscotland.org/community/</a>  Or sign-up to our newsletter: <a href="https://www.craftscotland.org/newsletter-subscription">https://www.craftscotland.org/newsletter-subscription</a>	Or sign-up to our newsletter
23	<b>Retail, hospitality &amp; leisure</b>	<ul style="list-style-type: none"> <li>Those with premises have potential to access the <b>Support Grant</b> at point 1 above &amp; business rates assistance at point 4 above</li> <li>See point 12, new <b>Creative, Tourism &amp; Hospitality Enterprises Hardship fund</b>.</li> </ul> <a href="https://www.gov.scot/news/lifeline-support-for-business-confirmed/">https://www.gov.scot/news/lifeline-support-for-business-confirmed/</a>  <a href="https://www.gov.scot/news/gbp-1-billion-business-support-fund-opens/">https://www.gov.scot/news/gbp-1-billion-business-support-fund-opens/</a>  <a href="https://www.mygov.scot/non-domestic-rates-coronavirus/non-domestic-rates-relief-to-help-during-coronavirus/">https://www.mygov.scot/non-domestic-rates-coronavirus/non-domestic-rates-relief-to-help-during-coronavirus/</a>	See point 1 & 4 above  See above
		<p><i>Remember you may be eligible for number of schemes detailed above and below which are not sector specific. This is not an exhaustive list.</i></p>	
24	<b>Third sector &amp; charities</b>	<ul style="list-style-type: none"> <li>Eligible <b>Scottish charities, social enterprises and voluntary organisations</b> can apply to the Third Sector Resilience Fund. It is providing grants between £5,000 and £100,000 to ensure the continued health and viability of third sector organisations, together with flexible, 0% interest loans and specialist business advice from Just Enterprise.</li> <li>Organisations can apply if they are: Charities, Community Interest Companies, SCIOs, Companies Ltd. by Guarantee (with an asset lock and/or charitable status), Community Benefit Societies, Unincorporated Associations and Companies Ltd. by Shares (with a charity as the sole shareholder). If your organisation is unincorporated, they will</li> </ul>	Check SCVO website for eligibility and application details

**SUMMARY OF VARIOUS BUSINESS SUPPORT SCHEMES AVAILABLE**

	Name of support scheme & what it does	Who is eligible?	How to access?
		<p>need to see a copy of your governing document(s).</p> <p><a href="https://scvo.org.uk/support/coronavirus/funding/for-organisations/third-sector-resilience-fund">https://scvo.org.uk/support/coronavirus/funding/for-organisations/third-sector-resilience-fund</a></p>	
	<p><b>Non-sector-specific support options</b></p>	<ul style="list-style-type: none"> <li>• For other independent and local funding for charities – see SCVO website.</li> </ul> <p><i>Remember you may be eligible for a number of the schemes detailed above which are not sector specific. This is not an exhaustive list.</i></p>	

## Frequently Asked Questions

Query	Answer
<p><b>Can I apply for more than one of the Government (or otherwise) Coronavirus (COVID-19) schemes?</b></p>	<p>Yes, you are generally able to apply for more than one source of funding depending on the eligibility criteria, however there are caveats to this.</p> <p>Please note, that double funding should be avoided. Double funding is where the same activity is funded through more than one funding stream. Makers/craft businesses should carefully prioritise which support they think they need. See below for specific advice from Creative Scotland.</p>
<p><b>I don't pay business rates directly as it is in the landlord's name so can I apply for the Business Support Grant £10,000?</b></p>	<p>The guidance does specify that you must be the occupier which might be disputed if you are not listed on the Scottish Assessor's website as being the tenant. However, if you explain the circumstances to your Local Council, they may be willing to consider an application.</p> <p>Charities do not have to pay any business rates as they receive a charitable exemption – I highlight this as your landlord may be a charity. It appears charitable exemption status makes you ineligible for the Business Support Grant however again approaching your Local Council directly to detail your circumstances may be successful.</p> <p>The new Scottish Government hardship fund (aka "Scottish Government Self-Employment Fund") may be available to you – full details on these £2,000 grants not yet available so keep an eye on that one!</p>
<p><b>Do I have to continue to pay my freelancers? Do I pay them 80% up to £2,500 cap?</b></p>	<p>The 80% is for furloughed employees, so only applies if you operate a payroll for these individuals.</p> <p>If they are freelancers who are on an invoice basis you do not have an obligation to pay them during Coronavirus (COVID-19) crisis if they are not providing you with a service (always depending on individual contracts).</p>
<p><b>Can I top up my employees' pay so they continue to receive their usual salary/pay while they are furloughed?</b></p>	<p>Yes, you can top up your employees' salary to 100%. However, the amount you can claim under the government Coronavirus Job Retention Scheme is just the 80% (subject to £2,500 cap etc.) and the Employer's NIC &amp; pension relating to the furloughed pay only.</p>
<p><b>I don't make a profit in my self-employment business. Can I get access to £2,500 per month support for the self-employed?</b></p>	<p>The Self-Employment Income Support Scheme is based on profits, not just a universal £2,500 per month for anyone who is self-employed.</p> <p>If you meet the eligibility criteria and are invited by HMRC to make a claim under the scheme the amount you receive will be based on your average <b>total trading profit or losses</b> (not sales).</p>



Query	Answer
<p><b>I don't have premises; instead I am a mobile trader &amp; have a workshop at my home, is there a £10,000 grant available for me?</b></p>	<p>Unfortunately, the £10,000 grant referred to is from Scottish Government Coronavirus Support Grant which is only available to those with business premises.</p> <p>If your workshop will still be deemed to be residential in nature you also won't be eligible unless you've officially applied for a change of use to business premises (which has consequences in tax reliefs available when you sell your home). You could still contact your Local Authority explaining your circumstances &amp; see what their view is with regards £10,000 grant eligibility.</p> <p>The new Scottish Government hardship fund (aka "Scottish Government Self-Employment Fund") may be available to you – full details on these £2,000 grants still to be announced.</p>
<p><b>I have a mix of self-employment and temporary short-term PAYE work so don't think I'm eligible for either Self Employment Support Scheme or Job Retention Scheme – what assistance is available for me?</b></p>	<p>When was your last PAYE contract? If it was in February it might be worth approaching your employer to see if you could have furlough status for March 2020 as you may still be 'on their books' so to speak, and if you had received a P45 in February the scheme was back dated to encourage employers to rehire people they had let go in early March due to Coronavirus (COVID-19).</p> <p>Unfortunately if you don't meet the eligibility requirements for Self Employed Support Scheme due to your PAYE income then you won't be able to access that either – HMRC will contact you if they think you are eligible so keep an eye out just in case.</p> <p>The new Scottish Government hardship fund (aka "Scottish Government Self-Employment Fund") may be available to you however full details on these £2,000 grants still to be announced.</p> <p>Also review the other funding sources out there – some are sector specific, some focus on certain age groups or geographical areas, some are more general, but it is worth investigating just in case you qualify.</p> <p>It is also worth checking whether you are eligible for Universal Credit.</p>
<p><b>I'm set up as a limited company so can't access the Self-Employed Support Fund. If I furlough myself do I have to stop all work unlike if I were self-employed?</b></p>	<p>You are correct that limited companies are not eligible for the Self-Employed Support Fund so will not receive any grant based on previous year profits.</p> <p>Company directors can be furloughed. However, as you indicate, unlike those who are receiving Self Employed Support Fund money, you must cease to work while on furlough. As a director you can continue to do your</p>

Query	Answer
	<p>statutory duties (e.g. arrange for accounts to be submitted at Companies House) but you cannot continue to work to generate income etc.</p> <p>The other issue for company directors is that you usually take a small salary &amp; top it up with dividends. The furlough scheme is based on your salary only so the 80% from the government only applies to that – dividends are not factored in to any of the Government support. A further concern is that currently the new HMRC portal to apply for the Job Retention Scheme Grant is not recognising individuals who operate an annual payroll – we await HMRC clarification on this issue.</p> <p>Also remember you must be furloughed for a minimum of 3-week period to be eligible and there is the option to rotate staff on furlough.</p>
<p><b>I have a small business premises but don't pay any rates so can I apply for the £10,000 grant?</b></p>	<p>Yes you can apply for the £10,000, assuming the reason you don't pay any rates is that you qualify for Small Business Bonus Scheme (or other scheme that is allowed for this grant – please check your eligibility).</p>
<p><b>I didn't pay any income tax on my self-employment income last year as it was below the personal allowance of £12,500 so I assume I won't qualify for the Self-Employment Support Scheme?</b></p>	<p>You will potentially be eligible for the scheme assuming you made some profits. For example, if you made an average £10,000 profit in the 3 tax years then you will be entitled to apply to the scheme. The grant will be 80% worth of 3 month's profit i.e. £2,000 (<math>£10,000 \times 3/12 \times 80\%</math>).</p> <p>Remember the scheme is based on <b>taxable profit</b> so your personal drawings will not be included.</p>
<p><b>Is the grant I receive from the government taxable?</b></p>	<p>Yes, Coronavirus (COVID-19) grants are taxable in nature so will need to be declared on your appropriate tax return in due course as they are being provided to effectively 'replace' lost income. Of course, specific tax advice should be taken for your individual circumstances but that is the general default assumption.</p>
<p><b>I've been in business for less than a year is there any support for me?</b></p>	<p>If you have business premises, then you are potentially eligible for grants due to that.</p> <p>If you are self-employed then you will not qualify for the UK Government Self-Employment Support Scheme if you only registered as self-employed after 6 April 2019. A bit of good news is the Scottish Government is currently working on a new hardship fund for the newly self-employed - the Scottish Government Self-Employment Fund. Once the full eligibility criteria of this scheme are provided and it opens for applications you should check whether you qualify.</p>

Query	Answer
	<p>If you are a limited company furloughing staff might be an option, but if it is just yourself on the payroll as a director then you would need to stop working i.e. stop generating income (if you still can) and only do your statutory duties.</p> <p>If you are aged 18-30 try the Princes Trust's Enterprise Relief Fund.</p>
<p><b>How is my 'profit' calculated for the Self Employed Income Support Scheme (SEISS)?</b></p>	<p>Assuming you are eligible for the scheme (see eligibility details above &amp; link below) then your trading profit is calculated as follows:</p> <ul style="list-style-type: none"> <li>• Trading income i.e. <b>turnover</b></li> <li>• Less: <b>allowable business expenses</b></li> <li>• Less: <b>capital expenditure (capital allowances)</b></li> </ul> <p>Losses brought forward from previous years and your personal allowance are <b>NOT</b> deducted when calculating trading profits.</p> <p>However, please note losses in any of the 3 relevant tax years <b>ARE</b> included when calculating the average trading profit over 3 year period (when you've had a continuous trade).</p> <p>Remember: HMRC will use the figures on your tax return when reviewing eligibility so your claim will be based on the figures included on your tax returns.</p> <p>Useful links as worked examples are provided by HMRC:  <a href="https://www.gov.uk/guidance/how-hmrc-works-out-total-income-and-trading-profits-for-the-self-employment-income-support-scheme">https://www.gov.uk/guidance/how-hmrc-works-out-total-income-and-trading-profits-for-the-self-employment-income-support-scheme</a></p>
<p><b>I applied to Creative Scotland for a Bridging Bursary, when will I hear?</b></p>	<p>Creative Scotland's turn around for applications is approximately four weeks. The team at Creative Scotland are currently reviewing the applications. All applications are being dealt with in date order. Creative Scotland are aiming to turnaround requests and have the money in your account within four weeks of receiving your application form. <b>Please note, applications for Creative Scotland Bridging Bursary are now closed.</b></p>
<p><b>Who can apply for Creative Scotland Open Fund: Sustaining Creative Development?</b></p>	<p><i>For an individual</i> - Freelance and self-employed artists and creative practitioners in Scotland can apply for projects supporting the development of their practice. You may apply for funding to work with others if your practice is collaborative. You must have a UK bank account.</p> <p><i>For an organisation</i> - This fund is for organisations and groups based in Scotland whose work or project involves the arts, screen and creative industries. All applicants must have a UK bank account.</p>

Query	Answer
<p><b>What is the Creative Scotland Open Fund: Sustaining Creative Development fund for?</b></p>	<p>This fund is designed to support you to sustain your practice in a changing world. Creative Scotland is asking you to tell them what you want to do, and how it will help you and/or others in the months and years to come. The fund aims to enable individuals and organisations from the creative sector to explore ways of working that will help them to adapt and respond to the current changing circumstances.</p>
<p><b>How much can I apply for through the Creative Scotland Open Fund: Sustaining Creative Development?</b></p>	<p><b>For an individual</b> - Creative Scotland can accept applications between £1,000 and £50,000.</p> <p><b>For an organisation</b> - You can apply for a grant from £1,000 to £15,000 or for a grant from £15,000 to £50,000.</p> <p><b>For both individuals and organisations</b>, if you are applying for a grant from £15,000 to £50,000 you will be asked some additional questions and be asked to complete a separate form for assessing risk.</p>
<p><b>In the eligibility section for Creative Scotland Open Fund: Sustaining Creative Development it mentions “not-for-profit sector”.</b></p> <p><b>What does “not-for-profit sector” mean?</b></p>	<p>The not-for profit sector is a wide term and includes charities, community interest companies and social enterprises. Surplus revenues are used to support the purpose of the organisation, including social and/or cultural benefits. Whereas, the for-profit sector makes private profit for directors, members or shareholders.</p>
<p><b>What if my creative practice and work is for the private sector.</b></p> <p><b>Will this still apply for Creative Scotland Open Fund: Sustaining Creative Development?</b></p>	<p>An individual working in a freelance capacity to provide creative or design work primarily for a private/for-profit market, including intermediary creative agencies, is not eligible for this programme. This creative work is client-led and driven by profit/sales.</p>
<p><b>What if I deliver my work through a Limited Company structure?</b></p> <p><b>Will this be eligible for Creative Scotland Open Fund: Sustaining Creative Development?</b></p>	<p>This fund is designed to support individuals with a freelance creative practice, including sole traders, working in the not-for-profit sector. It is not designed to support companies employing staff, for whom there are other support funds available.</p> <p>However, Creative Scotland recognise that some individuals may work on a freelance basis, and also work within their own company structure - this might be a company that exists to support funded projects; or to support a particular aspect of their work. In order to be eligible for this fund, individuals must have a demonstrable freelance practice beyond solely working within this company structure.</p> <p>This would normally mean that you have worked on a fee/contract basis in a range of contexts or for a range of</p>

Query	Answer
	employers. The CV you submit should adequately demonstrate this.
<b>Can I make two applications at the same time to the new Creative Scotland Open Fund: Sustaining Creative Development?</b>	No, an applicant can only have one application in the assessment process at any time.
<b>Can I apply to multiple different Creative Scotland funds for the same project?</b>	No, you cannot apply to multiple funding programmes that Creative Scotland run (or which are run by others on behalf of Creative Scotland) for the same project or activity. Please check these other funds in case one of them is more appropriate for your project.
<b>Is there any support for students who have lost access to studio space?</b>	At the moment there isn't any financial support available for students who have lost access to studio space through Creative Scotland, the Scottish Government or HMRC. There may be support provided through your University, we recommend that you contact them directly.
<b>Does the UK Fashion &amp; Textile Association (UKFT) include jewellers?</b>	The UK Fashion & Textile Association (UKFT), and its sister organisation Textiles Scotland, is the most inclusive network for fashion and textile companies in the UK. It is a membership organisation and support is currently only available to members.
<b>Is the CRAFT Flexible Finance fund still open for applications?</b>	<p>CRAFT Flexible Finance was a two-year pilot project run by Castlemilk Credit Union (CCU), and advised on initial applications by Craft Scotland, that offered loans exclusively to Scotland-based makers.</p> <p>Applications have been temporarily paused as the fund is fully subscribed.</p>

## Useful Websites

- Arts & Business Scotland: <https://www.aandbscotland.org.uk/covid-19/>
- Business Gateway: <https://www.bgateway.com/assets/documents/Covid-19-Business-Support-Summary-as-at-16-04-20.pdf>
- Craft Scotland: <https://www.craftscotland.org/journal/article/maker-guide-to-coronavirus>
- Creative Scotland: <https://www.creativescotland.com/resources/professional-resources/covid-19-directory>
- Creative Edinburgh: <https://www.creative-edinburgh.com/articles/creative-edinburgh-coronavirus-update>
- HMRC Self Employment Income Support Scheme: <https://www.gov.uk/guidance/claim-a-grant-through-the-coronavirus-covid-19-self-employment-income-support-scheme#how-much-youll-get>
- HMRC Self Employment Income Support Scheme guidance on calculating profits: <https://www.gov.uk/guidance/how-hmrc-works-out-total-income-and-trading-profits-for-the-self-employment-income-support-scheme>
- HMRC Job Retention Scheme for Employers: <https://www.gov.uk/guidance/claim-for-wages-through-the-coronavirus-job-retention-scheme>
- Scottish Government: <https://findbusinesssupport.gov.scot/coronavirus-advice/sources-of-funding>
- Scottish Government new hardship fund announcement: <https://news.gov.scot/news/additional-support-for-business>
- The City of Edinburgh: <https://www.edinburgh.gov.uk/coronavirus>
- Turn 2 Us grant finder: <https://grants-search.turn2us.org.uk>
- A [list of organisations that provide support for the craft sector](#), creative industries and specific disciplines by Craft Scotland
- [News and up to date information about the arts and creative sector](#) with Arts Professional (paywall)

# Craft

## SCOTLAND

## About

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### Supporting Makers, Promoting Craft

Craft Scotland is the national development agency for craft.

We put makers at the heart of all we do, championing diverse and high-quality contemporary craft.

We help people learn about, appreciate and buy craft, promoting the contribution of craft to Scotland's cultural, economic and social well-being.

Through our exhibitions and events programmes, digital platforms and strategic partnerships, we provide leadership for the sector.

We create opportunities for makers to develop their creative and business practice, and to exhibit and sell work in Scotland and beyond.

We are a registered charity supported by Creative Scotland.

## Contact

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Craft Scotland, Studio 6 & 7, Castle Mills  
2 Gilmore Park, Edinburgh EH3 9FN

[www.craftscotland.org](http://www.craftscotland.org)

[hello@craftscotland.org](mailto:hello@craftscotland.org)

+44 (0)131 357 3288



ALBA | CHRUTHACHAIL

*All photography by Claudia Rocha, except page 2 top left Photograph by Sophie Mutevelian.*

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