



Crafts Council

Applying to Creative Scotland Hardship fund

November 2020

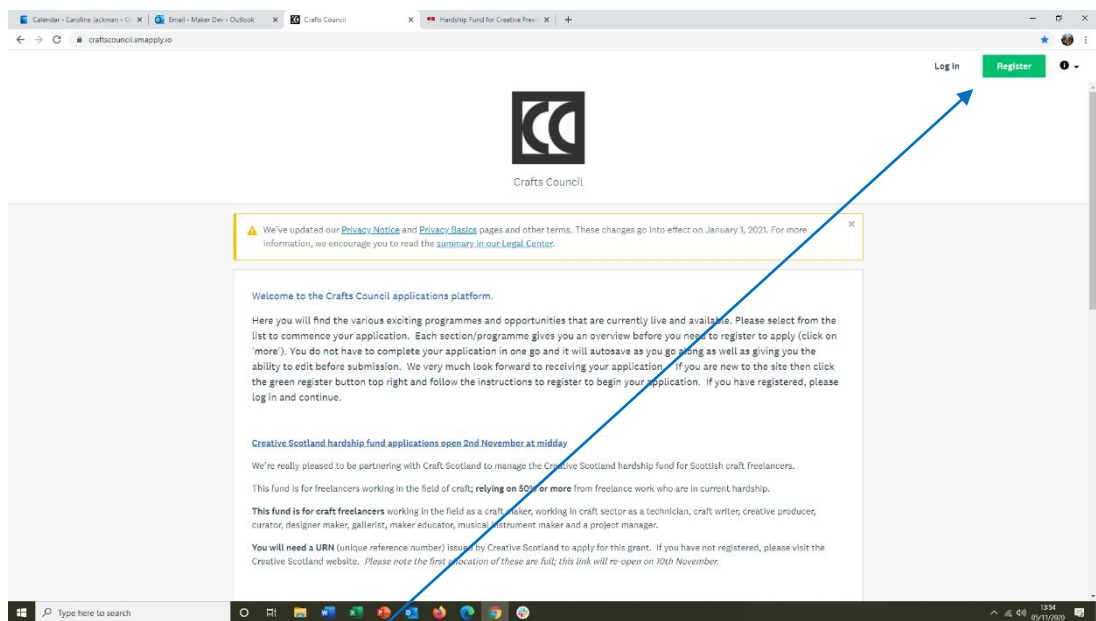
Guidance notes

The following guidance will help you complete your application to the Creative Scotland hardship fund for craft freelancers.

Firstly, do you have your URN issued by Creative Scotland?

<https://www.creativescotland.com/funding/funding-programmes/hardship-fund-for-creative-freelancers>

once received, visit: <https://craftscouncil.smapply.io/>, this link will take your to the following Crafts Council application portal

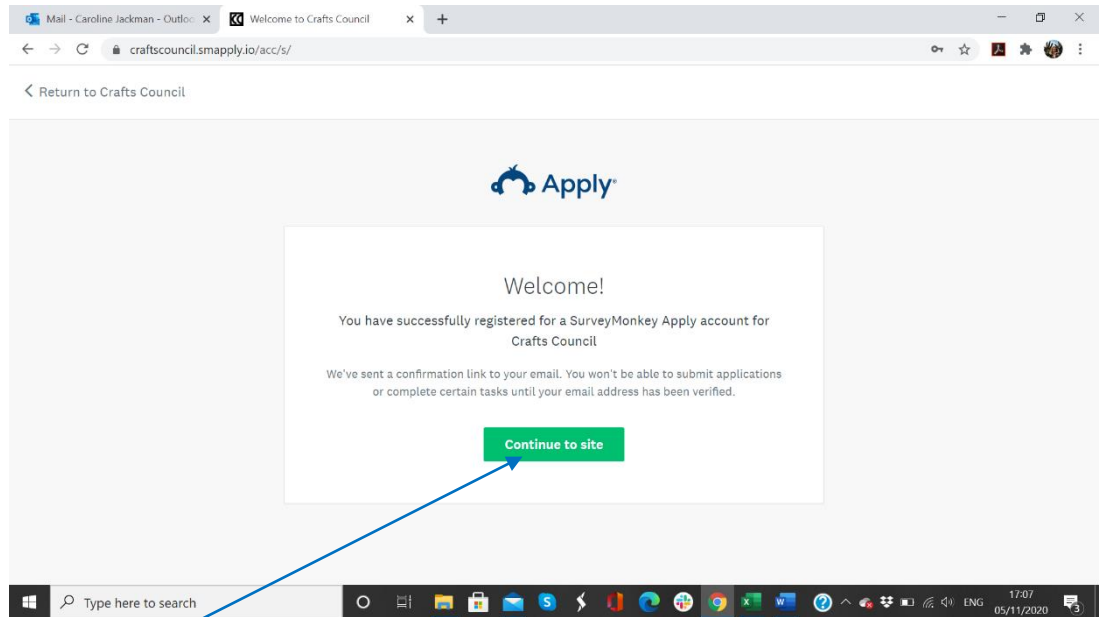


now click Register

here you will be asked to enter:

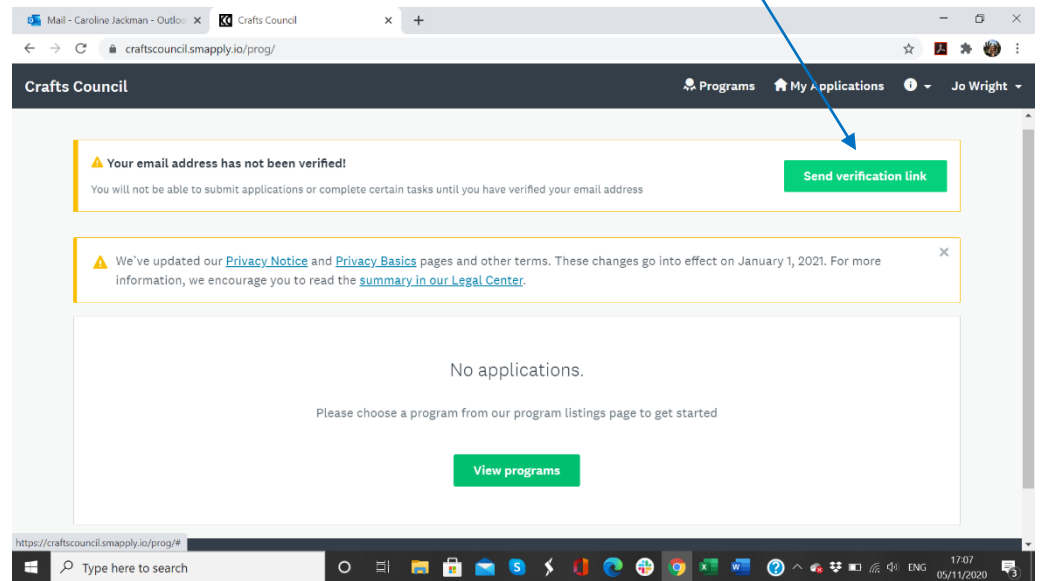
1. First name and last name
2. Contact email address
3. Create a password
 - a. Re-submit password
 - b. Tick 'I am not a robot'
 - c. Tick 'CREATE ACCOUNT'

Now you have your Survey Monkey Apply account

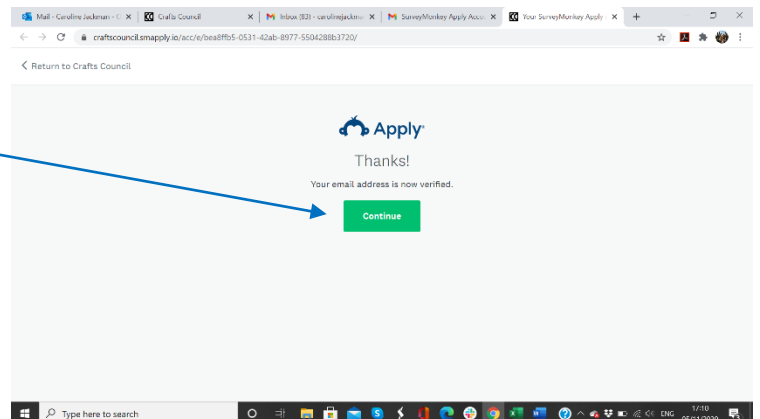


Click 'Continue to site' to proceed to your application

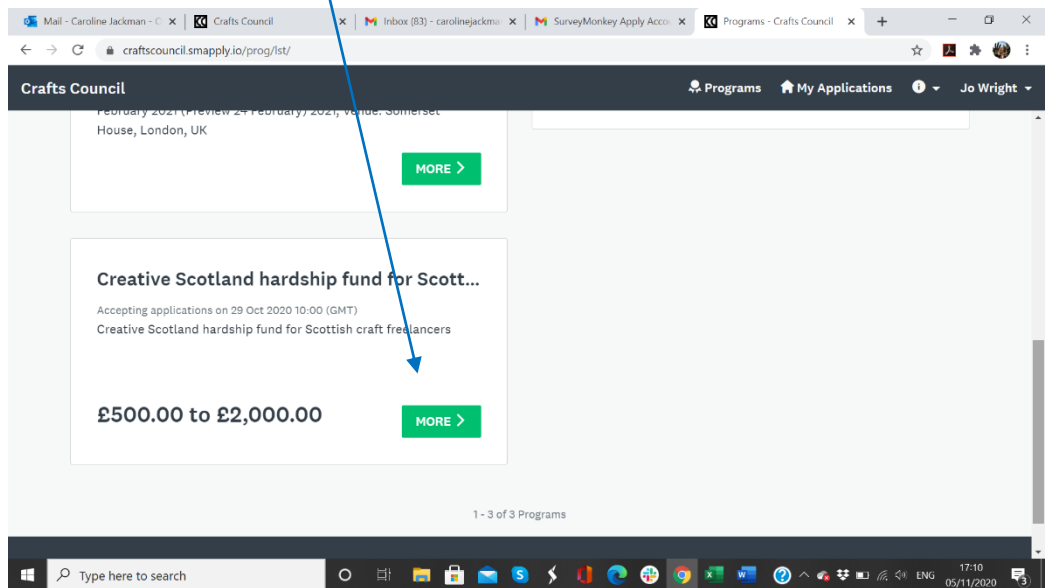
you will need to verify your email, click 'send verification link' and check your email Inbox for a message from Survey Monkey Apply



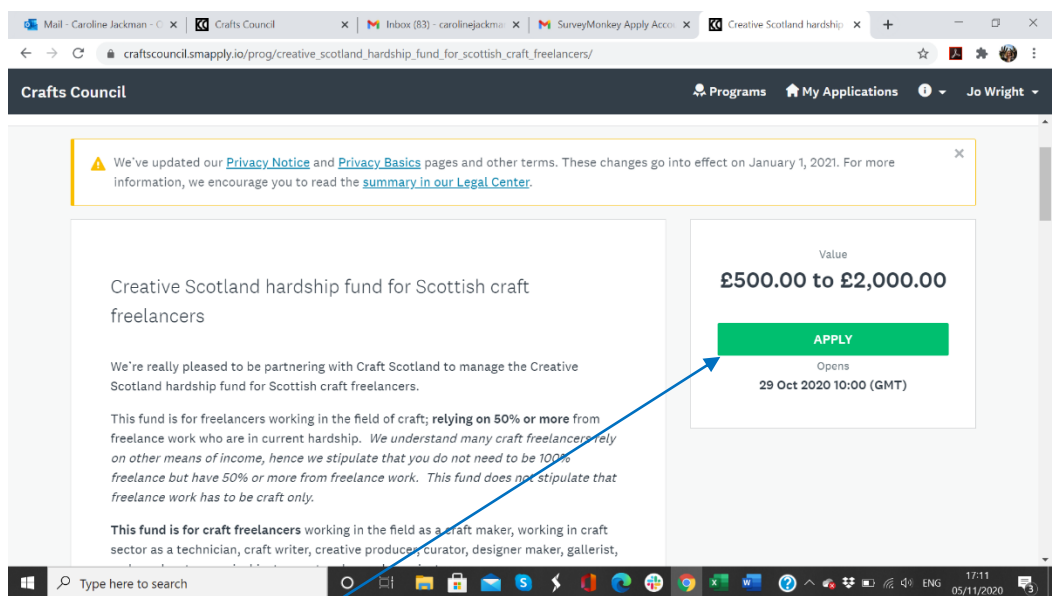
Once verified, you will see this screen; click 'continue'



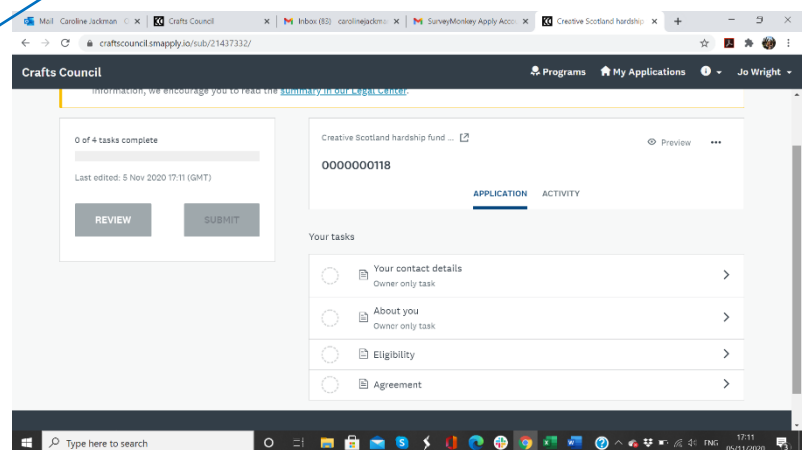
Now you are ready to complete your application. Select the application you need, by clicking 'more'



you are now on the Creative Scotland hardship fund application Information page. If you are unsure about the next steps, please read this page carefully.



When you are ready, click 'apply', the following page will open:



There are two stages to the application, both have four sections.
Stage 1: to gather details about you and to find out if you are eligible.
Stage 2: to provide proof of evidence about you for your application.

what do you need to complete this form:

1. The URN issued by Creative Scotland
2. Your UTR (Unique Tax Reference) as proof of your freelance profession.
3. Your bank details (these details are not retained).
4. Short description of why you need this grant (up to 300 words)
5. An up to date CV (Word or pdf file to upload)
6. Digital image of an in date photo id (passport or drivers license)
7. Proof of address (copy of a recent utility bill no older than 6 months)
8. Referee (contact name, email and phone number of someone you have worked with in your freelance craft field within the last 2 years)

Any questions please email:
Makerdev@craftscouncil.org.uk