

## Help Musicians' Coronavirus Financial Hardship Fund: Phase Two Guidance for Applications, Route One

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### Who are we?

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Help Musicians is an independent charity, with an extraordinary history. For nearly 100 years, we have provided a broad spectrum of help, support and opportunities to empower musicians aged 18+, at any stage of their career, from times of great need to times of opportunity, providing a lifetime of support when it is needed most.

## Coronavirus Financial Hardship Funding: Phase Two

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Help Musicians has developed a second phase of the Help Musicians Coronavirus Hardship funding to support successful applicants over the coming months. We are targeting our resources at those who are most in need. We will invest £2.5m of our reserves into this second phase of support whilst the Coronavirus pandemic continues.

This fund is split into three different routes:

- **Route 1:** I have been accepted or am applying for Universal Credit
- **Route 2:** I am not eligible for Universal Credit but am experiencing significant financial hardship
- **Route 3:** I have complex needs that go beyond financial hardship and would like to speak with the Health and Welfare team

If you have not applied for Universal Credit and are currently not in receipt of any government assistance, we encourage you to do so before applying to this fund.

### About the fund

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Route One has been set up to support those who are in receipt of Universal Credit but are still struggling financially.

This fund will offer successful applicants a monthly payment between June 2020 and October 2020. Monthly amounts offered will be dependent on the financial information that you provide and prove with supporting documents. At this time, we anticipate that support will end in October 2020. Once you have submitted your application you will be updated on the progress of your application in 15 working days. We will be in touch to let you know if there are any delays.

### Who can apply

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To be **eligible** to apply for **Route One** of this fund you need to meet the following criteria:

- You are in receipt of Universal Credit (you will be asked to provide evidence of this)
- You are **not** receiving support from other hardship funds totalling more than £2,000
- You are a professional musician who is earning 50% or more of your income from actively performing music, creating music or undertaking a role that requires a high level of musical skill
- You are self-employed or currently unemployed
- You are a UK resident (UK government guidance on residency can be found [here](#))

You are **not eligible** for this fund if:

- You are not a professional musician
- You are an existing beneficiary of Help Musicians' Health and Welfare case work

- support, (if so, please speak to your caseworker about your current situation)
- You are currently a full-time student in further or higher education (except postgraduate)
  - You have received financial support from other hardship funds totalling more than £2,000
  - You have savings of more than £16,000

If you fall out of the criteria above but are in significant financial hardship, then please consider Route 2 or Route 3 of this funding as listed above.

## Filling out the route one application form

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### Checklist

- Please read all guidance notes before filling out the application form
- You will need to attach electronic bank statements in a **PDF or jpeg format**
- You will need all Universal Credit information
- You will need to provide evidence of your profession musician status

### If I require support to fill out the application form what can you do to help?

If you have queries that cannot be answered by these guidance notes or the FAQs, you can email [hardshipfund@helpmusicians.org.uk](mailto:hardshipfund@helpmusicians.org.uk) with the title **application enquiry**.

Unfortunately, due to the high volume of enquires at the moment, if your question can be answered in these guidance notes or FAQs, you will not receive a response.

If you have a disability which means you cannot fill in this form, please contact the Health and Welfare team or email [hardshipfund@helpmusicians.org.uk](mailto:hardshipfund@helpmusicians.org.uk) with the title **access enquiry**.

### How long will it take to fill out the form?

We estimate that completing the form will take around 30 minutes, but we recommend setting aside 3 hours of time so that you can read through the guidance and gather together the evidence you will need.

You can save your application at any time and return to the form via an email from Cognito forms. This will provide a link for you to resume your application. You will only be able to submit your application once you have completed all the required information.

Where possible, please use a laptop, computer or tablet to complete the application form. If you use a mobile phone it is best to save the form as early as possible in case of technical difficulties.

### What questions will you ask and what do I need to prepare?

The questions in the application form can be viewed on the website.

In the table on the following pages we have given guidance on the sections where you need some preparation. Please ensure all documents are in **PDF or jpeg format** and have these ready and saved in advance so they can be uploaded to your application.

Please refer back to these pages during your application.

### Eligibility criteria (page 2)

This is required to ensure that you meet our eligibility criteria. Please read through the criteria before you begin your application.

### Membership to music organisations

Please use your membership details if you are a member of the below organisations. This will help us in processing your application, but don't worry if you don't have these memberships, it is not a requirement.

- Incorporated Society of Musicians
- Ivor's Academy
- Music Producers Guild
- Musicians Union
- PRS for Music
- The Royal Society of Musicians (no number required)

### Evidence of your professional musician status (page 6)

Evidence submitted must **clearly demonstrate your career to date** and show that you are professional musician who is **actively performing music, creating music or undertaking a role that requires a high level of musical skill.**

#### What do we want to see from this evidence?

Music careers can be highly varied but you should include information such as:

- Education and training details
- Where you have been working or who you have been working with
- Details of the music you have created
- Details of performances past and upcoming

#### What format should this evidence be in?

You need to provide as much evidence as possible but at least a main website **or** a recent full CV, **or both.**

### **Live link to a main website giving full details of your music career**

- This website must be live, otherwise we can't see your details
- This must show your name so that we can identify you
- This must include recent information, ideally within the last 2 years

### **Other websites or social media that demonstrate your work as a musician**

- If you are a musician that works across different projects or sectors then this is a good way to detail your career
- Social media links must be active and accessible, related to your music and clearly show your name, especially if you are part of an ensemble. We will not accept personal social media pages.

### **A recent CV (PDF or word format only) giving full details of your music career**

- This must include recent information ideally within the last 12 months

It is very important that you provide what we have requested in the correct format, otherwise we cannot assess your application.

## **Grant funding received**

You will need to tell us about types of funds and amounts you have received since 23 March 2020, so it might be useful to find any email correspondence about this funding.

This section will ask about the following funds but also allows you to give details of any additional support not listed:

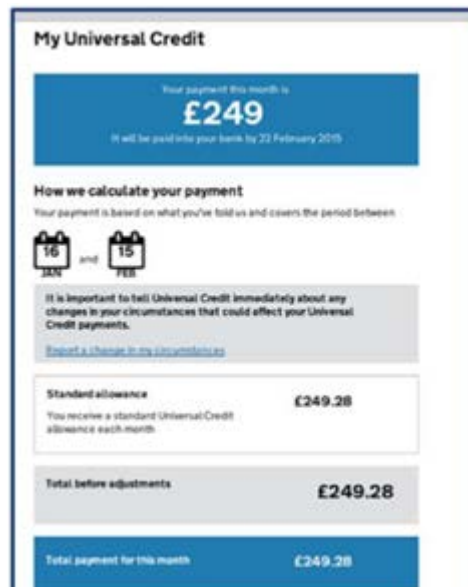
- Help Musicians Coronavirus Hardship Fund
- Help Musicians Do it Differently Covid19 round
- Help Musicians Transmission Fund
- Help Musicians Fusion Fund
- Arts Council England - Emergency Response Fund
- MU Coronavirus Hardship Fund
- PRS for Music Emergency Relief Fund
- PRS for Music Foundation - Sustaining Creativity Fund

Please note, in this section, if you uncheck a box after inputting an amount, the amount will still show in the total. To remove this amount, tick the check box again, remove the amount and then un-tick the check box

## **Evidence of support from Universal Credit (page 8)**

In this section we ask you to break down your Universal Credit payment and upload

a copy of your most recent Universal Credit statement. Please download a full copy of your statement, **or** take a screen shot of the full statement from the online portal. The file should be uploaded as a PDF or jpeg. Statement can vary based on your needs and the amounts that you receive. We need to see all itemisation, so please ensure you attach the full statement to your application.



Please note: if you do not have a Universal Credit statement, please save your application and return when you have this. You will not be able to proceed if this section is not complete.

If you have further questions you can contact the Universal Credit Helpline:

**Telephone: 0800 328 5644**

**Textphone: 0800 328 1344**

**Please note:** if you do not have a Universal Credit statement, or a payment figure in your online portal please save your application and return when you have this. You will not be able to proceed if this section is not complete.

We'll check the information you give alongside your uploaded statement to make sure these figures match. If you have applied for Universal Credit as a couple, please give your figures as a couple so this matches your statement.

The way that we ask you to break down your Universal Credit payment should follow your statement. It may seem like a large number of fields, but you are only required to fill out this that apply to you.

You'll be asked to break down your payment by:

- Standard Allowance
- Housing
- Children
- Disabled children
- Childcare
- Carer
- Limited capability for work and work-related activity

You will then be asked to look at your statement for any adjustments and deductions that have been made. For example: your housing contribution may be paid direct to your landlord, your benefit may be adjusted due to an advance repayment, or you may have a deduction against your entitlement for take home pay.

Where it states 'total of other amount not included above' this is to calculate any adjustments or deductions that are not included in the stated fields. The 'other' space allows you to total and record these figures as adjustments and or deductions.

## Bank details

In this section we ask for your primary bank details and a bank statement which must be in a PDF or jpeg format where we can clearly see your name, account number and sort code. We will treat your bank details with confidence. It is helpful to have a statement to hand when filling out the form. If there are technical glitches and the form freezes when uploading your documents, please save your form and try again. Please note the following:

- You must have a UK bank account
- The name of the account holder must match the name of the applicant (*we can only pay a successful grant into another person's account if they have power of attorney*)
- This must be a personal account, and not a business account or 'trading as'  
If your name is longer than 18 characters please use a shortened name that you use with your bank

### Why do you need a bank statement?

Payments are often delayed due to applicants giving the wrong details, supplying your bank statement allows us to double check this right at the beginning of the process and hopefully save time in processing your payment.

### What do I do if my name is different on my account but it's still my account?

If there is a valid reason you have a different account name, for example a married name change, you will be able to give us details of this in the form.

## Mitigating against common application errors

### Application was unsuccessful because the details provided did not match the evidence provided in the Universal Credit statement

The figures you provide on the Universal Credit section of the application form must exactly match those featured on the Universal Credit statement you upload to your application form. If you have a joint claim with a partner, please enter the full amount you receive on the application form (do not halve the amount you receive as a couple.) Please ensure that you have entered all the figures from the statement in the correct part of the form, paying particular attention to the 'adjustments' and 'deductions' section - do not enter the same figure twice as both an adjustment and a deduction.

Please ensure that you have uploaded your full Universal Credit statement with all the figures clearly visible for us to cross-reference with your application form, rather than the 'payments' page alone.

### **Application was unsuccessful because the applicant is not on Universal Credit**

Please note that we can only accept applications via Route 1 if you have been accepted for Universal Credit and have received a payment. If you are in receipt of Working Tax Credits or other benefits, please apply via Route 2.

If you have applied for Universal Credit but are awaiting a decision, or if you have been accepted but you have yet to receive a payment, please re-apply once you have a statement. We will not be able to accept any applications that do not have a Universal Credit statement attached.

### **Issues with the bank details provided on the application form**

If we are unable to clearly see your name on the bank statement you have provided, we will have to reject your whole application. We can only pay personal bank accounts based in the UK (not business accounts.) The sort code and account number on your application form must exactly match the bank statement you provide. Please make sure you provide a bank statement, rather than a downloaded history of transactions.

Please note that the name of the account holder must be clearly visible on the bank statement you upload with your application.

### **Insufficient evidence of a career as a professional musician**

Please read thoroughly the Route 1 guidance notes for details of the evidence we need to show that you are a professional musician who is actively performing music, creating music or undertaking a role that requires a high level of musical skill.

## **Contacting us**

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If you are having difficulty applying or something is not clear, please check the guidance and FAQs first. If you still don't have the answer email [hardshipfund@helpmusicians.org.uk](mailto:hardshipfund@helpmusicians.org.uk) and we will get back to you as soon as we can.

We appreciate that this is a very stressful and worrying time and if you would like to talk through how you're feeling, our Music Minds Matters service can provide a listening ear and emotional support 24/7. You can call them on 0808 802 8008 or email: [mmm@helpmusicians.org.uk](mailto:mmm@helpmusicians.org.uk)

The website [coronamusicians.info](http://coronamusicians.info) is a central source of support and advice for all musicians during this period.