

Help Musicians' Coronavirus Hardship Funding phase three **Route 1 guidance notes**

1. About the fund

Route 1 of Help Musicians' Coronavirus Hardship Funding Phase Three is designed for those who are in receipt of Universal Credit but are still struggling to financially make ends meet. If are not receiving Universal Credit but are in significant financial hardship, then please consider applying via a different route:

- **Route 2** – I am not eligible for Universal Credit but am experiencing significant financial hardship and struggling to make ends meet
- **Route 3** – I have complex needs that go beyond financial hardship and would like to speak with the Health and Welfare team

Our main webpage has details of both funds [click here](#)

The fund offers successful applicants a monthly payment between the date your application is approved and March 2021. Monthly amounts offered will be dependent on the financial information that you provide and prove with supporting documents.

Application processing times

We know that waiting for news can be difficult, and as a charity that wants to support you in the best way that we can, we will process applications as quickly as possible and to the extent funds allow. In order to provide you with peace of mind that your application is being reviewed, we commit to updating you once a week via email.

2. Who can apply?

To be eligible to apply for Route 1 of this fund you need to meet the following criteria:

- You are currently receiving Universal Credit and have a recent statement
If you are eligible for Universal Credit you can begin to fill out the online form but you will not be able to submit your application for consideration until you attach a Universal Credit statement above £0.
- You **have not** received £2,000 or more from grant funding since 1 October 2020
- You are a professional musician who usually earns or 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

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 in full time higher or further education at Undergraduate level or below (those in postgraduate education are eligible)
- You **have** received £2,000 or more from grant funding since 1 October 2020
- You have savings of more than £16,000

3. Contacting Help Musicians

If you require support to fill in your application due to sensory impairment, physical or cognitive disability or a long-term health condition, please contact the Health and Welfare team or email hardshipfund@helpmusicians.org.uk with the title **access enquiry**.

If you have queries that cannot be answered by these guidance notes or the FAQs you can email hardshipfund@helpmusicians.org.uk with the title **application enquiry**. Due to the high volume of enquiries, if your question can be easily answered in these guidance notes or FAQs, unfortunately you will not receive a response.

4. Route 1 application form guide

Applications are made online here [Route 1 application form](#)

Pre-application checklist:

1. Make sure you have read **all the guidance notes** before starting to fill out the application form. Easily avoidable mistakes can often lead to applications being unsuccessful. Please take your time.
2. Use a laptop, computer or tablet to complete the form. If you use a mobile phone it is best to save the form as early as possible in case of technical difficulties.
3. Set aside time to get everything you need together; you will require the following to complete the form:
 - Your personal bank details
 - A bank statement (in a PDF, JPEG or Word format) that clearly shows the last full month of transactions, your name, address, account number and sort code
 - Evidence of your professional musician status, weblinks and/ or a CV will be required.
4. We can't make changes to submitted forms so again, it is incredibly important that you read all the guidance and take your time over your application.

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 online form at any time. Once saved you will be emailed a link to resume your online form by Cognito Forms. You will only be able to submit your online form once you have completed all the required information.

5. How to provide the right evidence

Pages 3 to 5 that follow will give you guidance on the sections that need most preparation. You can refer back to these pages during your application.

Giving evidence of your professional musician status

Evidence submitted must **clearly demonstrate your career to date** and 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.**

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 the types of funds and amounts you have received since 1 October 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 Do it Differently Covid19 round
- Arts Council England - Emergency Response Fund
- MU Coronavirus Hardship 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.

Giving evidence of support from Universal Credit

In this section, we ask you to enter details of, and upload, your most recent full Universal Credit statement. You can download a full copy of your Universal Credit statement or take a screen shot/s of the full statement from the online portal. We've broken down what you need to do for this section into the four steps below. On the right-hand side is an example statement

Step one:

Enter **your payment for this month**, this is the first line of your Universal Credit statement (usually in a blue box). This must be above £0. We check the information you give using your uploaded statement, so make sure the figure you give matches your statement. If you have applied for Universal Credit as a couple, please give your figures as a couple so this matches your statement.

Step two:

If your housing payment goes direct to your landlord, please enter this amount. The figure will be listed under the heading 'Payment to your landlord'. Please note that not everyone will have this on their statement so don't worry if you can't see it.

The screenshot shows a GOV.UK Universal Credit statement. At the top, it says 'GOV.UK' and 'Universal Credit'. Below that, it says 'Payments' and 'Your name', 'Your address', and 'Assessment period: . date'. It then states 'Your payment this month is' followed by a red arrow pointing to a blue box containing '£380'. Below this, it says 'This will be paid by'. Underneath, there is a section titled 'What you're entitled to' with a table:

Standard allowance	£409.89
You get a standard amount each month. You said you're single	
Housing	£321.53
You said your rent is £321.53 per month.	
We can pay your landlord £321.53 towards your housing.	
Total entitlement before deductions	£731.42

Below this is a section titled 'What we take off (deductions)' with another table:

Advance Payments	- £29.00
We take £29.00 off your payment to pay back your advances.	
Check what advances you've had and what you owe.	
Payment to your landlord	- £321.53
We currently pay this to your landlord towards your rent.	
Total deductions	- £350.53
Your total payment for this month is	£380.89

Red circles and arrows highlight the £380 payment and the £321.53 payment to the landlord.

Step three:

Upload a copy of your most recent full Universal Credit statement as a PDF or jpeg. This must be your full statement **we will not accept a partial statement** as we need to see your name, your address, the date of assessment, payment for this month and payment to your landlord (if applicable) in order to assess your application.

Step four:

Check everything is correct, mistakes can lead to your application being unsuccessful

Bank Details

In this section you will be asked for **your personal bank details and a bank statement showing the last full month of transactions in your account**. We use this bank statement to confirm your levels of income and expenditure and to cross check your bank details.

Please take careful note of the following requirements:

- You must provide a UK bank account
- This must be your primary personal account, and not a business account or 'trading as'
- The bank details you enter into this form must match the bank details on your statement
- Your statement must show at the last full month of transactions into your account
- Your statement must clearly show the name of the bank account holder, the account number and sort code and match the details you have entered into this form
- 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*)

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.

Thank you for reading through the guidance notes. Once again the online form can be found here [Route 1 application form](#)

6. What happens after your application is submitted?

Once you have submitted your application you will receive a confirmation email from Cognito Forms, if you don't receive this after 24 hours or into your junk folder please contact us.

We know that waiting for news can be difficult, and as a charity that wants to support you in the best way that we can, we will process applications as quickly as possible and to the extent funds allow. In order to provide you with peace of mind that your application is being reviewed, we commit to updating you once a week via email.

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

The website coronamusicians.info is a central source of support and advice for all musicians during this period.