



# CREATIWORKS LONDON CREATIVE VOUCHER SCHEME

FUNDED BY THE ARTS AND HUMANITIES RESEARCH COUNCIL  
AND EUROPEAN REGIONAL DEVELOPMENT FUND

## FREQUENTLY ASKED QUESTIONS

**Q. If I am an individual (sole trader) or charity can I apply to the fund?**

A: Yes. Do note that the charity would need to employ fewer than 250 people.

**Q. How many applications can I submit?**

A: You can submit multiple applications but when one has been successful you can't apply for further Creative Vouchers funds for another 12 months. You are still eligible however to apply for other Creativeworks London schemes such as the PhD-in-Residence scheme.

**Q. Can I submit the same application under a different theme/round if it was not successful in the original application?**

A: You may resubmit your application but we suggest that your project is reviewed for suitability and compliance. Feedback will be given when your application is unsuccessful (upon request) and this needs to be taken into account with any re submission.

**Q. Why should the application have to come from the businesses?**

A: Because the aim of Creativeworks London is to encourage new models of Knowledge Exchange that will directly support the Creative Industries, we are encouraging the applications to be submitted by the SMEs. We would expect however that the academic partner would also be involved in helping to draft and shape the application. SME partner costs are to be treated as a grant, not a provision of service and as such are VAT exempt. The SME will receive 100% of their costs up to £5000 (which are expected to consist predominantly of their time.)

**Q. With regard to the actual application form, can we use more imaginative ways of presenting the answers to the required questions i.e. illustrations, videos?**

A: The submission of diagrams and illustrations will be accepted but these should be alongside the text-based application. Videos and/or other media cannot be accepted.

**Q. Can I submit a second application as a continuation to a previously funded Creative Voucher?**

A: After twelve months, you may be able to submit another application but it would have to be argued that it is significantly different to, or a significant progression from, the first project that was supported. Ideally though, the Creative Vouchers scheme is to enable applicants to progress towards other funding streams such as NESTA Digital R and D scheme.

**Q. How many times can I receive funding through the Creative Vouchers Scheme?**

A: As previously stated, SMEs can normally receive one voucher per year (the year is considered to start from the date of award not the date of the application submission). Academics may apply on more than one occasion in any year only if their research collaboration is with – and therefore designed to benefit - separate SMEs.

**Q. If successful how does the SME receive the fund?**

A: The SME will be asked to submit their company details to QMUL and you will be put onto their financial system. When that has taken place you will be advised by QMUL and you can then invoice QMUL for 50% of the SME eligible expenditure (capped at 50% of £5000). Please note that it can take about 6 weeks between invoice submission and payments being made. Upon completion of the project you may invoice for the remaining 50%. You will be expected to submit a final project report prior to the final instalment of the grant being paid.

**Q. If successful how does the academic partner receive the fund?**

A: All our HEI partners are already set up on Queen Mary's financial system. You will need to arrange for an invoice to be sent from your institution to QMUL for payment. Details will be outlined in the Creative Voucher Agreement that needs signing before work starts on the project. The HEI partner receives payment of 50% of the total amount (capped at £10,000) in arrears three months from Commencement date with the remaining 50% upon receipt of final project report. The academic partner may invoice for either 100% of direct costs or 80% FEC.

**Q. When do we have to start the Creative Voucher project?**

A: You are advised to start your project as soon after the award date as possible. If you do not think you will be ready we advise you to consider applying for a different round.

**Q. Is there a degree of flexibility on the length and timescale of approved Creative Voucher projects?**

A: We encourage projects to be completed in 4 – 6 months but we accept that the research may in some instances go on in some form after the formal completion of the Creative Voucher project. Please ensure that you communicate with us on any changes to your proposed timetable.

**Q. Can students work on the projects?**

A: Yes, provided that they are being closely supervised by the named academic on the bid.

**Q. How much support can I get from other staff in my academic institution on the project?**

A: We expect that support staff such as those working in Innovation offices may be able to offer you some advise and support if required but it is expected that the academic will take ultimate responsibility for developing their part of the budget and for ensuring the success of the project.

**Q. Can you clarify the De minimis rule?**

A: Creativeworks London Creative Vouchers are funded by two different funding bodies: Arts and Humanities Research Council (AHRC) and European Regional Development Fund (ERDF). These bodies carry slightly different rules regarding eligibility for funding.

ERDF rules state that in order to avoid public funding distorting competition within the European Common Market, any business that has received over €200,000 of public funding in the current and previous two financial years is not eligible for additional grant funding.

This ruling however does not apply to AHRC grants and SMEs that apply only to the AHRC stream of the funds. If as an SME you are part of an ERDF bid (The academic partner puts in those applications), you would need to ensure the De minimis ruling is adhered to.

**Q. Which financial year do we have to submit accounts for?**

A: The previous year's accounts should be submitted only if application is successful. You will be advised by the Project Manager at QMUL when that information will be required.

**Q. What is eligible expenditure?**

A: SMES can use the grant for salaries and other staff costs such as for freelancers. You may include reasonable travel and subsistence costs as long as they are essential to the project. You can also include licence fees if essential to the project.

B: Academics can use the grant to free up their time for research on the project, with the approval of their Head/Line Manager. They may use the grant for reasonable travel and subsistence as long as they are essential to the project.

**Q. What is ineligible expenditure?**

A: For SMES core business costs will NOT be covered. Core business costs include business filing and accountant fees, insurances, utilities and equipment that are normally used by the business.

B: For Academics ineligible expenditure includes equipment not essential to the project.

**Q. Who should submit applications on the Fusion project (i.e. the ERDF stream)?**

At this stage, we anticipate that submissions to the Fusion project will be made by the academic partner.