

BFI FILM ACADEMY UK SHORT COURSE:

FUNDING GUIDELINES FOR OPEN CALL

The BFI Film Academy works with delivery partners across the UK and we are now looking for one partner in each of the following regions and nations to deliver a course: **South West of England.**

These guidelines are for organisations that wish to make an application to deliver a UK Short Course Programme in **these regions** for the BFI Film Academy scheme.

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| **Key Dates** | |
| * Application launch date — Wednesday 15th September 2021 | |
| * Application closing date — Friday 6th October 2021 | |
| * Decision and offer of funding — Thursday 29th October 2021 | |
| * BFI Film Academy course commences — From November 2021 | |
| **Application form — OPEN CALL** | |
| [APPLY HERE](https://www.grantrequest.co.uk/SID_106?SA=SNA&FID=35607) |  |

Please contact [Winnie.Sandy@bfi.org.uk](mailto:Winnie.Sandy@bfi.org.uk) if you have any queries.







**COVID-19**

We are requesting that organisations applying for a Film Academy Short Course outline a narrative contingency plan detailing how the delivery of the course will be adapted should the government guidelines change. In the event that government guidelines change after you have submitted your application form, please note that we may request further information or an updated budget and schedule based on these changes.

We also ask that your safeguarding, risk assessment and health & safety documents are up-to-date and reflect the protective measures that are necessary to keep your course as safe as possible.

Please develop your schedule in light of the current [government guidelines](https://www.gov.uk/coronavirus) and ensure you are appropriately safeguarding. We ask that you contact us directly if regulations and social distancing restrictions change in the area which you are delivering a film academy course.

There is useful advice set out by the [Health and Safety Executive on COVID-19](https://www.hse.gov.uk/coronavirus/working-safely/index.htm) that you may want to consult with.

1. Introduction to BFI Film Academy

BFI 2022 outlines how we intend to give everyone the educational opportunity to build a lifelong relationship with film; to create clear progression paths for future audiences and talented young people and ensure that film is celebrated and explored in formal education. Our plans for 2017-22 have a focus on maximising the impact of education, learning and skills initiatives across all our funded partners.

Since 2012, the BFI Film Academy courses have provided opportunities for talented and committed young people between the ages of 16–19 to develop new skills and build a career in the film industry, no matter where they live or what their background. Led by industry experts, BFI Film Academy courses cover every area of the industry, enabling young people to develop the commercial and cultural knowledge and skills to make those first steps. Our aim is to find film talent wherever it is in the UK and to ensure that the opportunity is available to all.

Organisations can apply for **up to** £17,000 per course. We expect that organisations applying for the full £17,000 will include delivery of the Arts Award or ‘Preparing to Work in Film Industry’[[1]](#footnote-1) and recruit the maximum number of participants (20).

In addition to the BFI award of funding, successful course participants will be asked to pay a one-off nominal participation fee of £25. This is the only payment that should be solicited from them (although they may also have to pay for their own travel).

Funding for course providers will be allocated annually with progression to each financial year but dependent on:

* Achievement of the deliverables and targets for the previous year as outlined in the End of Activity report
* Evidence of the continued financial viability of the course provider;
* Agreement of a course schedule and budget for the next year; and
* Continuing availability to the BFI of Department for Education in England, National Lottery, Creative Scotland and Northern Ireland Screen funds at least at current levels.

2. BFI Film Academy UK Short Course Application Form

The BFI Film Academy works with delivery partners across the UK and we are now looking for one partner in each of the following regions and nations to deliver a programme: **North East, North West; South West of England; Scotland and Wales**. These partners should be able to deliver stimulating and exciting filmmaking courses with structured outcomes as part of the UK Short Course Programme, which will allow young people aged 16-19 to develop knowledge and skills that are relevant to both the commercial and cultural film sectors.

The deadline for delivering 2021/22 Film Academies is 14th February 2022. When writing your application, please consider the most appropriate delivery dates and schedule for your organisation in the current climate.

We encourage organisations applying to deliver with a hybrid model (in person and/or online). As you design and structure your course, please consider how you will ensure that participants are supported to gain key soft and technical skills which are outlined in the Core Educational Outcomes 1 & 2 (Appendix 1).

Applicants should include all the deliverables set out in 2.1-2.5 below.

* 1. **Scope**

Please outline a clear scope of your activity, detailing your aims and objectives. We will assess:

* *Does the outline proposal demonstrate a good understanding of the aims and objectives of the BFI Film Academy?*
* *Does the application demonstrate clear links to the film industry?*
* *Does the application demonstrate strong relationships within the educational and wider cultural sector?*
* *Does the applicant explain how they will develop young people’s interest, passion and inform them about potential careers across the film industry?*
  1. **Course schedule**

Please download our course schedule template [here](https://public.3.basecamp.com/p/11F9jDrJdc5WC7SmAjedFPzW) and upload alongside your online application form.

Please ensure that your course schedule includes the following elements:

* A minimum of 40 hours of training to each participant that begins after September 2021 and finishes before 14th February 2022;

* Silver Arts Award or NCFE ‘Preparing to Work in the Film industry’[[2]](#footnote-2) accreditation built in[[3]](#footnote-3);
* Specific sessions that:
  + Address the BFI Film Academy Core Educational Outcomes (**Appendix 1**);
  + Give participants the opportunity to watch British Independent and specialised cinema to integrate critical understanding and enable access to a range of film cultures;
  + Enable participants to construct a personal development plan, including their aspirations for progression;
  + Cover signposting and next steps, including referral to the Film Academy residential courses and the Film Academy’s alumni activities;
  + Give participants the opportunity to plan, deliver and review a practical film-based project, either individually or as part of a team, which must be showcased at the end of the course;

* + Are led by high profile industry mentors who are respected practitioners in their field or include input and involvement from established industry professionals;
  + Give participants experience on current industry equipment (where applicable);
  + Include a suitable contingency plan for delivery in the event that social distancing measures are still in place at the time the academy is due to be delivered. This can include virtual events, masterclasses, workshops, one-to-ones, remote filming days etc.

We will assess the following:

* *Does the schedule offer a minimum of 40 hours on training to each participant between September of this year and the following half-term February?*
* *Does the planned programme of activity contribute to delivering the Core Educational Outcomes 1 & 2?*
* *Is accreditation built into the course schedule?*
* *Are there sessions where participants are given the opportunity to watch films enabling critical understanding and access from a range of film cultures?*
* *Is there time for each participant to plan, deliver and review a practical film-based project either individually or as part of a team?*
* *Does the course include sessions which signpost participants on to next stages of development?*
* *Does the course schedule include established industry professionals?*
* *Does the application propose a viable contingency plan in the event that the proposed schedule could not be delivered?* 
  1. **Recruitment**

Our target numbers for recruitment remain the same for 2021/22. You should aim to enrol **up to** 20 young people on the course from a wide range of backgrounds that are at least representative of population demographics[[4]](#footnote-4):

* + Ethnically Diverse: 19%
  + Female: 50%
  + Disability: 9%
  + Low income backgrounds measured by entitlement to Free School Meals: 15%

Please outline your recruitment strategy and explain specifically how you will meet each of the population demographic targets above. If you haven’t met any of the targets in the past please outline how you will specifically tailor your strategy for reaching the targets this year.

If, due to your local demographics, you would like to propose a different ‘Ethnically Diverse’ target please specify what it should be in this section 4b of the application form and include the rationale.

If social distancing measures in place at the time of delivery require these numbers to be reduced then we will discuss this with each of our delivery partners. We are asking partners to plan to engage 20 participants at this stage.

We will assess the following:

* *Does the applicant demonstrate a clear recruitment strategy for participants?*
* *Does the applicant include a proactive approach to ensuring diversity of young people from a range of cultural and social backgrounds?*
* *Does the applicant describe ways it will reach those with disabilities, with proof of strategies to achieve this through previous projects?*
* *Does the applicant demonstrate how equality, diversity and accessibility will be addressed when assessing participants’ applications?*
* *Where applicable, has the applicant met its diversity commitments for a Film Academy course (or similar) previously?*
* *Does the applicant consider how recruitment will take place if the schools do not open before the course is due to take place?*

Please note that due to restrictions on funding, participants who are at University at the time of application are not permitted to take part in Film Academy courses as participants, although they may become involved in other ways (for example as Peer Mentors).

Course providers will need to notify the BFI of any participants who drop-out of the course and where possible replace the individual with another suitable applicant.

* 1. **Safeguarding**

Safeguarding the participants is absolutely central to the BFI Film Academy. Appointed course providers will be responsible for safety and welfare of the participants on the courses and will have a duty of care for all taking part irrespective of age. When filming the projects, the duty of care would start by ensuring the activity is properly risk assessed and that the activity is managed in a safe manner throughout.

All appointed course providers will be required to submit the following paperwork prior to receipt of funding and commencement of the course:

* List of all staff working on the course on headed paper
* Evidence of Disclosure and Barring (DBS) for all key staff working on the course
* An up-to-date health and safety policy (including how any social distancing measures might be actioned)
* An up-to-date Safeguarding policy
* Completed risk assessment (the BFI will provide this template to successful applicants)
* Any additional safeguarding measures you would put in place in the event that the Film Academy was delivered online or with social distancing regulations.

We will assess:

* *Does the applicant have a safe and reliable premises where they are proposing to run the programme?*
* *Does the applicant have an up-to-date safeguarding policy, which includes digital safeguarding?*
* *Does the applicant have qualified and relevantly skilled Disclosure and Barring checked staff to deliver the programme and evidence that appropriate compliance procedures are in place e.g. health and safety policies?*
* *Has the applicant outlined additional safeguarding measures they would put in place in the event that the Film Academy was delivered online or with social distancing regulations?* 
  1. **Budget**

You can download the budget template [here](https://public.3.basecamp.com/p/4bpk1Yq6eT6883VSi5fxgDFB).

Please complete the budget template and append it to your application. Please ensure you read the guidance on the first tab before completing the budget. In addition to the BFI funding, please indicate if you have any other income sources for the activity and/or in-kind funding (please note it is not a necessary requirement of funding to have additional income).

Please note that due to restrictions on funding, no part of this grant can be allocated to marketing or communication costs. However recruitment and outreach costs are acceptable, particularly where it enables you to reach a more diverse group of young people.

We will assess the following:

* *Is the applicant in an adequate financial position to deliver the Film Academy?*
* *Is the budget realistic, and appropriate to the scale and nature of the programme?*
* *Does the budget include consideration of access issues? (E.g. improved physical access to the venue(s), interpreter costs etc.)*
* *Is there provision for Arts Award or Preparing to Work in the Film Industry delivery?*

# **3. Who can apply**

3.1 Eligibility

To be eligible to submit an application you must:

1. be an existing film and/or education organisation;

2. have an office in the UK;

3. be properly constituted as an organisation and able to make available copies of your governance documentation, if requested;

4. have direct links to film industry experts;

5. have experience and expertise in film education and/or training with 16-19 year olds;

6.  have experience and expertise in recruiting and working with participants from a diverse range of backgrounds;

7. have the infrastructure and human resource capacity to host the proposed course;

8. have DBS checked staff and be able to provide documentary evidence for DBS disclosure (DBS checks must have been carried out or renewed within the last two years);

9. have a current safeguarding policy.

**You cannot apply:**

1. as an individual or unincorporated organisation.

**4. How to apply**

To make an application, please complete our online application form and submit by: Friday 6 August, 5pm.

1. Online application form available through this [link](https://www.grantrequest.co.uk/SID_106?SA=SNA&FID=35607).
2. A completed budget. A budget template is available to download [here](https://public.3.basecamp.com/p/4bpk1Yq6eT6883VSi5fxgDFB) and you will need to upload it alongside your application form
3. Schedule for the course that you want us to support. A course schedule template is available [here](https://public.3.basecamp.com/p/11F9jDrJdc5WC7SmAjedFPzW) and you will need to upload it alongside your application form.

# 5. Timetable

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|  | **Date (subject to change)\*** |
| First Application launch date | Wednesday 14th July 2021 |
| Application closing date | Friday 6th August 2021 |
| Decision and offer of funding | Thursday 26th August 2021 |
| BFI Film Academy Partners Day | Thursday 16th September 2021 |
| BFI Film Academy courses commence | September 2021 |

Please contact Winnie.Sandy@bfi.org.uk if you have any queries.

**6. Assessment Process**

Once you complete and submit your application form via the online system, we will confirm by email that it has been received.

Each eligible application will be assessed by the BFI (which may involve a combination of internal and/or external assessors).

Successful applicants will receive notification of the outcome of their application by no later than, Thursday **26th August 2021.**

Feedback may be given on unsuccessful applications upon request.

# 7. Offer of funding

If you are successful in your application we will issue a conditional offer of funding (the Funding Agreement). You will be required to attend an induction day arranged by the BFI for all selected course providers.

The Funding Agreement will also contain, at a minimum, the following terms and conditions:

**Use of the award**

Any award must be used exclusively for the purpose for which it was requested as set out in your application. The award should not be used for marketing and advertising, or for any costs associated with the maintenance, technical development or updating of existing websites or for the development/creation of new websites. You will be required to undertake to fully comply with Disclosure and Barring, health and safety and child protection policies in delivering the course.

Course providers will need to notify the BFI of any participants who drop-out of the course and where possible replace the individual with another suitable applicant.

**Term**

Funding will be offered to run the course for one year. Please note we may in agreement extend the initial term for further years dependent on:

* Achievement of the deliverables in the section below;
* Evidence of the continued financial viability of the course provider;
* Agreement of a course schedule and budget for the next year; and
* Continuing availability to the BFI of Department for Education, National Lottery, Creative Scotland and Northern Ireland Screen funds at least at current levels.

**Monitoring, performance review and evaluation**

As part of the award we expect course providers to collect monitoring data on the deliverables. An End of Activity (EOA) report template will be provided to you by the BFI, which will capture this information, and will be due on the 31 March 2022.

In addition to the completed EOA report, you will also need to submit:

1. A budget & cost statement setting out actual expenditure against budget
2. Media release forms for all participants
3. List of project staff, freelancers and volunteers
4. Images, video and/or sound recordings of your activity in formats specified.

The BFI 2022 strategy document outlines a number of measures of success that are intended to show the impact of BFI’s work. An evaluation will be carried out by an independent third party, and you may be asked share data and other information with the appointed evaluators to demonstrate your contribution to these measures of success.

**Payment of the award**

The BFI will set out a cash flow schedule for the award. This is likely to be in three instalments as follows:

**20% on signature of funding agreement and receipt and approval by BFI of the following documents:**

* List of all confirmed staff working on the course on headed paper
* Evidence of Disclosure and Barring (DBS) for all key staff working on the course
* An up-to-date Safeguarding policy (including how any social distancing measures might be actioned)
* Completed risk assessment (the BFI will provide this template to successful applicants)
* Any additional safeguarding measures you would put in place in the event that the Film Academy was delivered online or with social distancing regulations.

**50% upon receipt and approval from the BFI of:**

* A finalised course schedule and budget [confirming if you will be delivering to your original schedule or contingency plan]
* Completed BFI monitoring template (participant list) on participants, which should include:
  + Number of total participants successfully recruited
  + Number of participants from ethnically diverse backgrounds
  + Number of female participants
  + Number of participants in receipt of Free School Meals
  + Number of participants with a disability
* Application forms of successful applicants to the course.

**30% upon receipt of:**

* End of Activity (EOA) report by BFI, films, images and all accompanying documentation (before this payment is made, the EOA report will be reviewed internally and this will take a minimum of two weeks from submission).

**Branding**

The BFI funding comprises Department for Education in England, National Lottery, Creative Scotland and Northern Ireland Screen funding.

It is therefore an important condition of BFI funding that the sources of the funding are prominently acknowledged throughout all aspects of the programme including through display of the Department of Education, BFI/National Lottery, Creative Scotland and Northern Ireland Screen lock-up logo (e.g. marketing materials, website) and through agreed verbal and written acknowledgment (e.g. press releases, social media) and that award recipients take frequent opportunities to highlight not just the fact of the funding, but why it is funded, and therefore the good work that‘s possible through these agencies.

You will be required to comply with all branding guidance issued by BFI (which may be updated from time to time).

BFI Lottery Funding General Conditions

* The information in these guidelines can change. The law and Government regulations on distributing National Lottery funds may also change. The BFI therefore reserves the right to review this programme and/or change its policies, procedures and assessment criteria.
* The application form does not necessarily cover all the information the BFI uses to decide which applications to fund. The BFI can ask applicants for extra information.
* All applications are made at the applicant’s own risk. The BFI will not be liable for loss, damage or costs arising directly or indirectly from:
  + the application process;
  + the BFI’s decision not to provide an award to an applicant; or dealing with the application.
* The BFI’s decision on applications is final.
* The BFI will not pay the award until it has received a fully executed copy of the funding agreement and any conditions precedent to that agreement have been satisfied or waived by the BFI.
* The BFI will publicise information on the number of applications it receives and the awards made. This information will include the name of the successful applicant, award amount, project name and project details.
* The Freedom of Information Act 2000 gives members of the public the right to request certain information held by the BFI. This includes information held in relation to the BFI’s Lottery funding programmes to programme. Therefore if you choose to apply to the BFI you should be aware that the information you supply, either in whole or in part, may be disclosed under the Freedom of Information Act.
* Sometimes the BFI’s Board of Governors or members of staff may be involved in some way with applicants. This interest has to be declared in applications from such applicants. The relevant Board Governor or staff member will not be involved in assessing the application or the decision to make an award. Applicants are advised not to try to influence the success of their application by approaching a Board Governor or staff member.
* It is important that applicants carefully check the information given in the application form. The BFI’s conditions of funding entitle it, amongst other things, to withhold or reclaim an award in the following circumstances:
  + If the application was filled in dishonestly or with incorrect or misleading information about the organisation or the project whether deliberately or accidentally; or
  + If during the term of the agreement the awardee acts dishonestly or negligently to the disadvantage of the project.
* The BFI will follow up cases of suspected fraud and will pass information to the police.
* The BFI requires that any measures taken by applicants to address underrepresentation are fully in compliance with the Equality Act 2010 – see more at [equalityhumanrights.com](https://www.equalityhumanrights.com)

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### **Complaints and Appeals**

The BFI’s decision is final. Inevitably, applicants may have to be turned down and will be disappointed by this result. Formal appeals against the final decision will not be considered unless the applicant has good cause to believe that the procedures for processing the applications were not adhered to, or applied in such a way as to prejudice the outcome of the application. A copy of the BFI’s Complaints and Appeals procedure can be downloaded from the website or obtained on request from the BFI’s Communications Office.

**Appendix 1**

**Core Educational Outcomes (CEOs)**

The BFI Film Academy will deliver a wide range of CEOs. It is expected that the skills and knowledge acquired through such activities will aid participants’ progression into the film and media industries.

Applicants should address these core educational outcomes when developing their course. Activity should include all core educational outcomes from CEO 1 and **one or more** from CEO 2.

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| **CORE EDUCATIONAL OUTCOMES 1 (CEO 1)** | | |
| **Knowledge & understanding** | | |
| Understanding of film as a subject and art form and other subjects that are addressed through film  Understanding the film industry, options for career and Further  Education progression. | * Receive a rounded educational and cultural experience of film and filmmaking. * Develop basic critiquing skills through watching and discussing a wide range of British and world cinema. * Gain understanding of a story structure. * Gain a clear understanding of the film value chain from development through to distribution. * Have direct engagement with industry practitioners in relevant fields. * Greater appreciation of and demand for British films * Gain a clear understanding of key roles and job market in the film industry and wider film sector. * Develop knowledge around opportunities for advancement in this sector across employment, HE/FE and vocational training. * Supported in devising a bespoke development plan. | |
| **Soft skills** | | |
| Gain or improve soft skills, communication skills (including non-verbal) | * Gain knowledge of negotiating, communication, teamwork through direct practical application of filmmaking e.g.: as part of production team, role of producer, director etc. | |
| **Attitudes & behaviours** | | |
| Improve or enhance motivation and engagement, empathy, confidence, motivation at home and at school | | * Strengthen identity and voice. Provide individuals with a sense of achievement. |
| **Enjoyment & aspiration** | | |
| * Participants are engaged, captivated and enjoy the experience of film. | | |

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| **CORE EDUCATIONAL OUTCOMES 2 (CEO 2)** | |
| **Skills** | |
| Gain and improve technical skills, critical faculties, and collaboration and team work  *Please note that applicants can choose to have one or more of these activity areas.* | * Gain understanding and practical experience of physical production of film * Learn basic camera/lighting/sound skills on current industry equipment * Gain overview of 3D and 2D animation techniques * Gain overview of VFX workflows with mainstream production * Post Production and mastering of films * Marketing, exhibition and distribution lessons * Gain practical experience of editing software, e.g.: final cut pro * Produce short films where relevant * Develop a script or treatment that meets film production specification * Learn about the documentary form: Produce Mini Docs * Understand the uses of animation in film and develop and use the techniques and processes in a short film production: stings (short 15 sec animates)   *Where relevant, participants should have the opportunity to showcase work produced during programme activity* |

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| **FAQ** |
| *What if I am/am not VAT registered?*  Please note, if you are registered for VAT, your figures should **not** include VAT that you can claim back. If you are not registered for VAT, or you are registered for VAT but cannot fully recover the VAT you incur on costs, your figures should include irrecoverable VAT. Grants we make are ‘outside the scope’ of VAT and should be listed in your accounts as a grant and not, for example, as a fee for any services supplied to the BFI. You should get financial advice from your own accountant or the relevant tax office. BFI Film Academy course providers are not permitted to make a profit from the course.  *What is the £25 nominal charge for?*  The £25 nominal charge due from the participants should be included in your budget. It should be used to redistribute as travel bursaries to those participants who require financial assistance. Those who require financial assistance should be given the opportunity to opt out of the fee when they submit their application for a place on the course. If your organisation has a particular policy not to charge for your courses, please explain this in the budget section your application. |

1. More information about [Arts Award](http://www.artsaward.org.uk/site/?id=64) or [Preparing to Work in Film Industry](https://www.qualhub.co.uk/qualification-search/qualification-detail/ncfe-level-2-award-in-preparing-to-work-in-the-film-industry-4368) [↑](#footnote-ref-1)
2. Arts Award should be delivered at a Silver level and Preparing to Work in the Film Industry as an extended award where possible. [↑](#footnote-ref-2)
3. We expect 70% of participants on the courses to achieve either accreditation [↑](#footnote-ref-3)
4. Targets have been set by the Department for Education and will apply to all courses across the UK [↑](#footnote-ref-4)