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# FAN Film Exhibition Fund 2024-25

## Application form – for reference only

This Fund is only open to Film Hub South West members.

If you are not already a member, find out more about how to [join for free](https://watershed.co.uk/filmhub/membership/).

If you have access requirements, you [can access support from BFI](https://www.bfi.org.uk/get-funding-support/access-support-bfi-fund-applicants) and/or contact the Film Hub team via email: [filmhub@watershed.co.uk](mailto:filmhub@watershed.co.uk)

Please read the[**full guidelines**](https://public.3.basecamp.com/p/7rTmoptn1kUnvLeK7A28Nbm1/vault)before sending us your proposal.

This is to ensure your activity fits the eligibility criteria and investment priorities outlined. Note that a Word version of the guidelines is available for reference only to enable you to prepare your responses offline.

As part of the online submission process, you will be asked to upload a budget and delivery timeline using [t**he templates provided**](https://public.3.basecamp.com/p/7rTmoptn1kUnvLeK7A28Nbm1/vault)**.** We recommend that you get these templates ready before starting this form as you will not be able to save this form as you go along. You will also be asked to upload any other supporting documents if relevant to your project (e.g. Safeguarding policy.)

Note that you will not be able to save this form as you go along so we recommend you keep an offline copy. Once you have completed your form, you have the option to have your proposal emailed to you when you submit your form.

## Your Details

First Name\*

Surname\*

Job Title\*

Organisation\*

Contact Email Address\*

Telephone\*

Address\*

Postcode\*

## Your Activity

First Screening Date\*

Last Screening Date\*

Number of relevant films/moving image works to be screened\*

*Note that the focus of the fund is on UK independent and international films and moving image works (such as TV and archive materials.) Projects which support audiences to experience broader screen activity such as VR, AR and XR will be considered where this represents a valuable opportunity for audience development in line with our priorities.*

Number of screenings or events to be held\*

*Note a shorts package counts as one event.*

## Audience Admissions

Please ensure this is a realistic target audience number, not a range.

Paid Admits\*

Free Admits

Online Admits

Non-Ticketed Audience Reach

e.g. drop-in event audiences

## Funding Sources

Note that this fund cannot cover 100% of your costs. Match funding can include box office, sponsorships, additional funding sources and in-kind support. You may be asked for evidence of match-funding at application/reporting stage. Activity you are applying for cannot be supported by other National Lottery funds awarded by BFI such as BFI NETWORK, BFI Academy, CrossFAN and BFI Audience Fund as this would constitute double funding. However, we welcome complementary programmes.

Amount requested\*

Cash Match Funding\*

In-Kind Match Funding

### Have you received funds for the FAN Film Exhibition Fund from Film Hub South West or any other Film Hub before? \*

Yes

No

Unsure

If 'Yes' or 'Unsure', please give details here

## Your Activity

### Brief summary of your proposed activity\*

If successful, this summary may will be shared with the BFI and displayed on the Film Hub South West website used to describe your event on public listings. Max 600 characters.

### What do you want to achieve with this activity?\*

Remember that activity will need to target specific audience groups and show how the FEF funds are necessary to achieve this. Refer to the guidelines for more detail. Max 1,200 characters.

Public Engagement - how does your project bring audiences together for a communal viewing experience?\*

Note the overarching purpose of the fund is to respond to the BFI’s ambition to give people across the UK access to a wider choice of film and the moving image, including stories that reflect their lives. The focus is on UK independent and international films and moving image works such as TV and archive materials. Projects which support audiences to experience broader screen activity such as VR, AR and XR will be considered where this represents a valuable opportunity for audience development in line with our priorities. Hybrid and online activities are not a priority but will be considered where they add value and create meaningful engagement (for example, by removing barriers and improving access for disabled audiences) Max 1,200 characters.

### Pleases share a few programme highlights (or genres/types of film), where known and/or give us some examples of wraparound activity \*

Note that we also require an indicative list of films/events using our delivery timeline to be uploaded at the end of your application. Max 1,200 characters.

## Audience Development Priorities

### How will your activity support one of the following priorities?

Please refer to the guidelines for more detail and resources.

Note that you do NOT need to address all groups in one proposal.

You will be asked to tell us how your activity will support the priority in the next question.

Creating opportunities for Young Audiences under the age of 25 and/or family audiences

Tackling barriers to inclusion; be that on our screens, in our audiences or – where appropriate – in the workforce.

Showcasing Screen Heritage

### Creating opportunities for Young Audiences under the age of 25 and/or family audiences (parents/carers + children.)

Max 950 Characters.

### Tackling barriers to inclusion; be that on our screens, in our audiences or – where appropriate – in the workforce.

Please refer to the [BFI diversity standards for exhibition](https://www.bfi.org.uk/inclusion-film-industry/bfi-diversity-standards) for more detail. Max 950 Characters.

### Showcasing a diverse screen heritage, giving people across the UK access to a wider choice of film and the moving image, including stories that reflect their lives.

Max 950 Characters.

## Diversity

Tell us which communities your activity is aiming to reach, bearing in mind the fund's focus is on under-represented groups\*

Rural

Older (60+)

Young (under 25)

Families (kids and parents/carers)

D/deaf or disabled audiences

Neurodivergent audiences

Working class people and/or those currently experiencing economic hardship

Black and Global Majority communities and audiences

Speakers of minority languages

LGBTQIA+ people

Other

Other (Please describe)

This section is optional for projects seeking larger amounts

### Tell us more about your approach the target groups you have ticked above in line with the

### BFI Diversity Standards

In line with our commitment to inclusion and the BFI’s Diversity Standards, funded activity particularly larger projects should take into consideration under-representation in relation to age, disability, ethnicity, gender, LGBTQ+, religion and belief (as they pertain to the Equality Act 2010), as well as socio-economic background and geographical location. These can be related to on-screen representation or themes, the people within your teams, any industry or training opportunities being provided, or access for disabled or other underrepresented communities.

Please refer to the [BFI diversity standards for exhibition](https://www.bfi.org.uk/inclusion-film-industry/bfi-diversity-standards) for more detail. We recommend that you focus on **Standard D** - how your proposal provides inclusive audience development opportunities and **Standard E** - showing conscious commitment and tangible actions to improve overall accessibility.

## Other Information

### How will you market your activity to audiences?\*

Bear in mind the target audiences ticked above. Think about working with specialist partners to target local groups and your lead-in time. [You may wish to refer to The Bigger Picture’s guides](https://www.the-bigger-picture.com/guides/)

### Tell us about your experience in running similar activity before.\*

Max 1200 characters.

### Please list the partners you are working with on your activity\*

Include their name, the region they cover, if they are new or existing partners, whether they are confirmed as committed or in-principle, and what benefit they will bring to your activity. Max 1000 Characters.

### Please give details of any other proposals for support you may have submitted to other Film Hubs or Lottery funders for this project\*

e.g. Arts Council Funding, other BFI funds, Heritage Lottery Fund, etc. Max 600 Characters.

### How will you evaluate your activity?\*

We will supply a report post-event from your audience surveys, but do you have any interesting other ways of documenting your events and engaging your audiences and partners in feedback and research to evaluate your activity? Max 600 characters.

### How will your activity support you and your audiences for the future? What is its legacy?\*

Max 600 characters.

### Tell us about measures you’ll be taking to operate safely and any contingency plans you have for your event, particularly in light of the recent pandemic\*

Max 1200 characters.

## Environmental Sustainability \*

We encourage our members to be proactive in addressing the challenges of climate change, pollution, and the global decline in biodiversity.

Please briefly outline any practical actions you may take to promote the principles of environmental sustainability for your proposed activity and/or your work more generally.

Max 1,000 characters.

This may be entirely behind the scenes within your organisation or an element of your audience-facing activities.

There is a list of useful resources and organisations to aid your thinking in this area here.

<https://watershed.co.uk/filmhub/guides-resources-exhibition/sustainable-film-exhibition-practices-and-resources/>

The BFI and [Julie’s Bicycle](https://juliesbicycle.com/) have a number of [recommended resources](https://www.bfi.org.uk/get-funding-support/bring-film-wider-audience/environmental-sustainability-film-exhibition-sector) that may be useful when planning around sustainability.

## Bullying & Harrassment

### Have you read and understood the BFI’s Bullying and Harassment guidelines below and circulated them within your organisation.\*

Bullying and harassment BFI and Watershed, the Film Hub South West Lead organisation afford no tolerance of abuse, bullying and harassment in our own organisations and the FAN members that we fund. The BFI and BAFTA developed [a set of principles and zero-tolerance guidance](https://www.bfi.org.uk/about-bfi/policy-strategy/bullying-harassment-prevention) in consultation with organisations, unions and industry bodies across the film, television and games industry in response to urgent and systemic issues.

## Safeguarding and Child Protection

Do you have Safeguarding policies in place?

For initiatives involving children, young people aged 18 or under, or vulnerable adults, ONLY.

Yes I have a policy in place

No, I require assistance

My Project does not involve children, young people or vulnerable adults

## Supporting Documentation

#### Completed Budget Template\*

Please use the template provided and refer to the guidelines.

#### Delivery Timetable\*

Please use the template provided and refer to the guidelines.

#### Bullying & Harassment Policy

Optional

#### Safeguarding policy for children U18 and vulnerable adults

Optional - for applicable projects only

#### Sustainability policy

Optional

## Any other supporting documentation

Optional

## Declarations

If you have any financial or close personal relationships with any trustee, board member of employee of BFI and/or Watershed, please give details of the nature of the relationship/s

By printing my name in the box below, I confirm the following statements are true;

* I confirm that all information provided on this proposal, and in any material submitted in support of it, is truthful and accurate.
* I agree to share this information with Film Hub South West and its funders.
* I confirm that all other proposals to other distributors of Lottery awards for cinema have been declared.
* I undertake to inform the Film Hub South West team fully and immediately of any changes affecting this proposal or related materials.
* I agree that from time-to-time, the Film Hub South West team can put me in touch with official Film Hub members/partners via email (if relevant).
* I confirm I have the authority to make this proposal on behalf of the organisation.