



## BFI FILM ACADEMY SPECIALIST PROGRAMME: FUNDING GUIDELINES

The BFI Film Academy works with delivery partners across the UK and we are now looking for one partner to deliver a specialist course – Art Department as part of the BFI Film Academy scheme. Applications for the other Specialist courses are not currently open. For more information about the programme please go to [www.bfi.org.uk/filmacademy](http://www.bfi.org.uk/filmacademy).

### Key Dates

- Application launch date – Wednesday 14<sup>th</sup> July 2021
- Application closing date – Friday 6<sup>th</sup> August 2021
- Decision and offer of funding – Thursday 26<sup>th</sup> August 2021
- BFI Film Academy courses commence – February half-term 2022

If you have any immediate questions please send them to Winnie Sandy at [Winnie.Sandy@bfi.org.uk](mailto:Winnie.Sandy@bfi.org.uk).

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## COVID 19 STATEMENT:

The recruitment and delivery of our Film Academy programme in 2021/22 is likely to face a number of challenges which we have not needed to plan for previously.

This guidance has been developed in order for us to begin the distribution of funds. We anticipate that elements of what is stated in this document may be revised if government guidance changes.

BFI Film Academies are classified as ‘other out of school setting’ and therefore the below guidance should be used when planning your activity. Please see the latest government guidelines [HERE](#).

## 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<sup>1</sup>; 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. After its ninth year of operation, there are now almost 8,000 alumni in the BFI Film Academy network.

## 2. The BFI Film Academy Specialist Course

The Specialist course – Art Department will be an intensive week long programme which will support the development of the skills required to work in different areas of the Art Department for 16–19 year olds. The course will focus on developing participants’ skills and knowledge of the art department from script to screen, with leading industry professionals delivering masterclasses and training. There will also be an element of career coaching and personal development built into the course.

The successful applicant will be expected to plan, design and implement the course over a period of 7 to 9 days during the February half-term 2022.

The course schedule should be designed using the BFI Film Academy Core Learning Outcomes (Appendix A), focusing on developing participants’ understanding of film culture and technical skills while also providing them with a better understanding of potential careers in this area of the industry.

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<sup>1</sup> By “film” we mean the creative art and language of the moving image, its ability to tell a story, express an idea or evoke an emotion, and in its evolution through appropriate platforms.

The course should be delivered through a combination of workshops, practical skills lessons, masterclasses, film watching and visits to relevant sites such as prop houses. Participants will learn how to breakdown scripts, research and work on practical elements of production design - including sets, props and costumes. Participants will work towards a final project in groups which they will be able to add to their professional portfolio at the end of the course. In addition to the practical training, the course should provide career coaching, and each participant should have devised a personal development plan and an understanding of how to further develop their skills for their chosen specialism.

Areas covered in the course may include:

- Structure of the art department
- Roles and terminology
- Breaking down a script from a production design perspective
- Filming schedules for the Art Department
- Researching
- Sketching and working to scale
- Model making
- Designing and dressing
- Health and safety and set etiquette

By the end of the course participants should have a thorough understanding of the Art Department and the different career options available to them.

Full engagement with the film industry will also be a key element of the programme; all applications must therefore demonstrate input and involvement from established industry professionals

Organisations can apply for up to £1,500 per participant for up to 25 participants in total. Applicants may choose to deliver the programme to fewer than the maximum number of participants because of location, reach, capacity or social distanced government guidelines. As such, budgets should be scaled to reflect the number participants.

## 3. Requirements

The minimum requirements for each course should include the following:

### 3.1. Course schedule:

Please upload your Course Schedule as part of your application form. There is a template available [here](#). Your course schedule should cover the key deliverables on your course, set against your proposed timeline. It should address the following criteria;

- Address the BFI Film Academy Core Educational Outcomes and your Specialist area (**Appendix A**);
- Give participants the opportunity to watch British Independent and specialised cinema to integrate critical understanding and enable access to a range of film cultures;
- 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);
- Enable participants to construct a personal development plan, including their aspirations for progression;
- Cover signposting and next steps, including referral to the Film Academy's alumni activities.

### 3.2. Experience and Management

Please detail your experience in managing similar programmes.

*We will assess the following;*

- Does the applicant show demonstrable proof of having delivered high quality residential courses or activities for 16-19 year olds with strong learning, cultural or vocational outcomes?
- Is there a plan to manage the scheme from launch to conclusion, including an evaluation?
- Is there evidence of skilled and experience management in place?
- Does the organisation have experience of delivering to a large number of young people in the residential and online setting?

- Does the organisation have qualified and relevantly skilled DBS checked staff to deliver the programme and evidence that appropriate compliance procedures are in place e.g. a child protection policy?

### 3.3. Recruitment

Enrolment of **up to** 25 young people on the course from a wide range of backgrounds that is at least representative of population demographics<sup>2</sup>:

Our target numbers for recruitment and Diversity, set by the Department for Education, remain the same for 2021/22.

- Ethnic Diversity: 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.

At least 50% of participants on the residential course should be recruited from the existing UK Network Film Academy courses and managers should make special efforts to each of these groups and recruit a national cohort (rather than local to the venue).

We will assess the following;

- Does the applicant demonstrate a clear recruitment strategy for participants for their programme?
- Does the applicant show clear plans for engagement with the UK Network programme?
- 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 unable to recruit through schools?

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.

### 3.4. Safeguarding

Please upload your Safeguarding / Child Protection Policy and your Health & Safety Policy as part of your application.

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<sup>2</sup> Targets have been set by the Department for Education and will apply to all courses across the UK

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 carrying out 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:

- o List of all staff working on the course
- o The name and contact details of the names Safeguarding Officer who is responsible for the cohort at all points throughout the course
- o Evidence of Disclosure and Barring (DBS) for all key staff working on the course
- o An up-to-date health and safety policy (including how any social distancing measures might be actioned)
- o An up-to-date Child protection policy including any measures for online activity
- o Completed risk assessment including any provisions for online activity
- o Accommodation detail and staff rota for each day of your residential course

### 3.5. Budget

Please upload your Budget as part of your application form. There is a template available [here](#).

Please include any additional sources of income for the activity and/or in kind funding or cash.

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 the costs, your figure 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 applied to the BFI. You should get financial advice from your own accountant or relevant tax office. The BFI Film Academy course providers are not permitted to make a profit from the course.

Please note the funding cannot be spent on marketing or communication costs. However, recruitment and outreach costs are acceptable, particularly where it enables you to reach more diverse groups of young people.

In addition to the BFI award of funding, participants accepted on to a course will be required to pay a course fee based the means-tested charging scale below:

Total household income	Participant contribution (7-9 day course)
Under £29,927	£0
£29,928 - £47,883	£50
£47,884 - £65,839	£140
£65,840 or more	£210

We will provide appointed course providers with a template form for means testing participants.

Participants may also have to pay their own travel costs to and from the course.

The income generated from the course fees should be used to redistribute as travel bursaries to those participants who require financial assistance (for example, those participants with household income under £29,927 or who are entitled to Free School Meals)<sup>3</sup>. Any remaining income should be used to offset the total budgeted costs of the course.

We will assess the following:

- Is the applicant in an adequate financial position to deliver the Film Academy? (referring to annual report or annual accounts)
- Is the budget realistic, and appropriate to the scale and nature of the programme?
- Does the budget include consideration of diversity issues? (E.g. improved physical access to the venue(s), interpreter costs etc.)

### **3.6. Alumni Support**

Please detail how you will continue to support the participants on the Specialist course once the course has completed.

We will assess against the following;

- Has the applicant presented a clear and effective plan for the development of an alumni programme?
- Is this supported by evidence and examples of previous alumni progression (if applicable)?
- Does application have a referral strategy in place to signpost participants on to the next stages of development?
- Does the applicant offer tangible opportunities for work experience, internship, and mentoring and support set-up?
- Are there networking opportunities available to participants?

### **3.7. Evaluation**

Please detail how you plan to evaluate your Specialist Course.

We will assess against the following;

- Has the applicant got systems in place to evaluate the quality of the course?
- Has the course been updated / improved since it was last delivered?
- Are the opportunities for participants to feed into the development of the course?
- Are targets set to improve / develop the course in the future?

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<sup>3</sup> Successful applicants will receive a full set of guidelines outlining our bursary scheme and means-tested charging guidelines.

## 4. Who can apply

Eligibility:

To be eligible to submit an application you must:

- a) Be an existing film and/or education organisation;
- b) Have an office in the UK;
- c) Be properly constituted as an organisation and able to make available copies of your governance documentation, if requested;
- d) Have direct links to film industry experts
- e) Have experience and expertise in recruiting and working with participants from a diverse range of backgrounds;
- f) Have the infrastructure and human resource capacity to host the proposed course;
- g) Have DBS checked staff and be able to provide documentary evidence for DBS disclosure (DBS checks must have been carried out renewed within the last two years);
- h) Have a current child protection policy.

You cannot apply:

1. As an individual or unincorporated organisation.

## 5. How to apply

To make an application, please complete our online application form and submit by; **Friday 6 August 2021 5pm.**

We would need you to submit the following documents alongside your application form:

- A completed budget. A budget template is available to download [here](#)
- A completed schedule for your course, which should include venue details and a staff rota for each day (including staff management / experience).A template is available [here](#).
- Your Safeguarding / Child Protection and Health & Safety Policies.
- A copy of your annual reports or annual accounts

	Date (subject to change)*
Application closing date	Friday 6 <sup>th</sup> August 2021
Decision and offer of funding	Thursday 26 <sup>th</sup> of August 2021
Contracts go out	TBC
BFI Film Academy Partners Day	Thursday 16 <sup>th</sup> September 2021
BFI Film Art Department Residential commence	February 2022

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



## 6. Assessment Process, End of Activity and Payment

Score = 5	Excellent	Is excellent against the criteria with key strengths
Score = 4	Strong	Meets the criteria fully
Score = 3	Average	Has some strengths and partially meets the criteria
Score = 2	Weak	Only meets the criteria in a limited way
Score = 1	Poor	The application does not meet the criteria

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

After the closing date we will initially look at whether the application is eligible. If it is not we will notify you in writing that the application will not be proceeding. Applications received after the deadline and/or incomplete applications will not be taken further. Please do not send in your application by email as it will not be accepted.

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

We will undertake a detailed assessment of your proposal for the course activity including management, recruitment, delivery plan, alumni support plan, safeguarding and the budget and will shortlist applicants who will be contacted directly.

### • Offer of Funding

Any award must be exclusively for the purpose for which it was requested as set out in your application form. The award should not be used for marketing and advertising, or for any costs associated with maintenance, technical development or updating of existing websites or for the development/creation of new websites.

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, and 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<sup>st</sup> March 2022** or 30 days after the completion of your Film Academy.

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

1. A 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:

#### **40% on signature of funding agreement and receipt and approval by BFI of the following documents:**

- List of all staff working on the course
- Evidence of Disclosure and Barring (DBS) for all key staff working on the course
- An up-to-date health and safety policy
- An up-to-date Safeguarding / Child protection policy
- Completed risk assessment (the BFI will provide this template to successful partners)
- A summary of accommodation arrangements and staff rota that identifies the lead contact for all times during the course.

#### **40% upon receipt and approval from the BFI of:**

- A finalised course schedule and budget [confirming how you will deliver your Residential Course]
- Completed BFI monitoring template on participants, which should include:
  - Application forms of successful participants, including participant monitoring information
  - A final list of industry speakers / course schedule
  - Equal opportunities forms of all participants returned

#### **20% upon receipt of:**

- End of Activity (EOA) report by BFI 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).
- Income and expenditure budget
- Cost Report
- Media Release Forms
- Residential Films & Images

## Branding

The BFI funding comprises of the Department of Education, National Lottery, Creative Scotland and Northern Ireland Screen Funding.

It is important that 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 acknowledgement (e.g. press releases, social media).

You will be required to comply with all branding guidance issued by the 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](http://equalityhumanrights.com)

## 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

### 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

Please clearly explain in your application how you will achieve these outcomes.

Appendix A - 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	<ul style="list-style-type: none"> <li>• Receive a rounded educational and cultural experience of film and filmmaking.</li> <li>• Develop basic critiquing skills through watching and discussing a wide range of British and world cinema.</li> <li>• Gain understanding of a story structure.</li> <li>• Gain a clear understanding of the film value chain from development through to distribution.</li> <li>• Have direct engagement with industry practitioners in relevant fields.</li> <li>• Greater appreciation of and demand for British films</li> </ul>
Understanding the film	

<p>industry, options for career and Further Education progression.</p>	<ul style="list-style-type: none"> <li>• Gain a clear understanding of key roles and job market in the film industry and wider film sector.</li> <li>• Develop knowledge around opportunities for advancement in this sector across employment, HE/FE and vocational training.</li> <li>• Supported in devising a bespoke development plan.</li> </ul>
<p><b>Soft skills</b></p>	
<p>Gain or improve soft skills, communication skills (including non-verbal)</p>	<ul style="list-style-type: none"> <li>• Gain knowledge of negotiating, communication, teamwork through direct practical application of filmmaking e.g.: as part of production team, role of producer, director etc.</li> </ul>
<p><b>Attitudes &amp; behaviours</b></p>	
<p>Improve or enhance motivation and engagement, empathy, confidence, motivation at home and at school</p>	<ul style="list-style-type: none"> <li>• Strengthen identity and voice. Provide individuals with a sense of achievement.</li> </ul>
<p><b>Enjoyment &amp; aspiration</b></p>	
<ul style="list-style-type: none"> <li>• Participants are engaged, captivated and enjoy the experience of film.</li> </ul>	

## 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.

- Programming and exhibition
- Putting on an event – physical or on-line
- Production design skills including model- making, sketching, set dressing and set drawing
- Gain understanding and practical experience of physical production of film
- In documentary and digital filmmaking learn basic camera/lighting/sound skills on current industry equipment
- Gain overview of 3D and 2D animation techniques
- Gain overview of Maya and VFX workflows with mainstream production
- Post Production and mastering of films
- Marketing, exhibition and distribution lessons

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|  | <ul style="list-style-type: none"><li>• Gain practical experience of editing software, e.g.: final cut pro</li><li>• Produce short films where relevant</li><li>• Develop a script or treatment that meets film production specification</li><li>• Understand the uses of animation in film and develop and use the techniques and processes in a short film production</li></ul> |
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*Participants will have the opportunity to showcase work produced during the course.*