



## **BFI FILM ACADEMY BURSARY SCHEME**

### **GUIDANCE FOR COURSE LEADERS**

Bursaries should be made available to Students who require financial assistance to participate in a Film Academy course. It is not an incentive for participation, but targeted support for people who would struggle with the financial costs of participating in the programme.

### **ELIGIBILITY**

Students (or parents or carers on their behalf) may apply for a bursary if they, or their parents or carers, are in receipt of any of the following benefits:

- UNIVERSAL CREDIT
- Council Tax Benefit
- Child Tax Credit
- Free School Meals
- Support under part VI of the Immigration and Asylum Act 1999

If they, or their parents or carers, are not in receipt of the above benefits, they may still apply for a bursary if they will struggle with financial costs. In this case they will need to briefly explain why a bursary is needed in the space provided on the Approval Form.

**Please note bursaries are provided to support students in genuine financial need who would be unable to attend without support. They are not intended to recompense students in general for time or distance travelled.**

**If perceived to be the case and/or when a bursary is over £300 we will ask for evidence of income to support a claim.**

### **FUNDING**

There are two sources of funding for bursaries: The Collected Course Fees (£25 pp) and the BFI Central Fund.

- In the first instance the delivery organisation must redistribute the collected course fees as bursaries (a course fee of £25 is collected from each participant at recruitment). — Please note if any participant is unable to afford the course fee, this should be waived by the delivery organisation during recruitment. Please note this is not the same as awarding a bursary waiving a course fee can be indicated by the applicant by ticking the appropriate box on the application form.
- Where there are additional bursary requests over and above the amount from the collected course fees, the BFI has a Central Fund to which Students can apply via their Course Leaders.
- Where a delivery organisation has a policy not to charge young people to participate in their projects there will be no course fees to redistribute and so all bursary requests will need to be made to the BFI's Central Fund.
- All Students should be made aware bursaries are available at the beginning of the course and should be provided with the Bursary Guidance for Students which can be downloaded here: <https://form.jotformeu.com/filmacademy/bursary-scheme>
- After the first week please collect Bursary Applications from Students who require financial assistance

### **STEPS TO APPLY**

1. On the first day of the course Bursary Guidance is given to all Students on the course.
2. Course providers are to then follow up with Students to advise and answer any questions Students may have
3. Completed Applications are checked for eligibility by Course Leaders. The Course Leader should then calculate whether additional funding from the BFI Central Fund is required. If it is likely that additional funds will be needed to cover some bursaries from the BFI Central Fund follow, the remaining steps below:
4. Completed applications from the BFI Central Fund only should be emailed to [filmacademy@bfi.org.uk](mailto:filmacademy@bfi.org.uk) for consideration.
5. The BFI will inform the Course Leader as soon as possible if the bursary claim has been approved or if further information is required. Once approved the BFI will return all applications signed by Jen Sobol, Head of Futures and Skills, to indicate approval
6. On the last day of the course, Course Leaders should collect all receipts and upload them, along with approved applications, via the Expenses Claim Form online at: <https://form.jotformeu.com/filmacademy/bursary-scheme>
7. The Course Leader should check all claims. For travel and childcare this will mean validating the number of sessions and for travel the start and end points of the journey.
8. The participant will payment by BACS. Please note that if a participant is unable to pay for these costs up front the delivery organisation may provide advance funding to the participant and the BFI will refund the delivery organisation directly. This must be approved by the BFI in advance and indicated on the Bursary Approval form.