

**Film Exhibition Fund 2020-21 Application Form**

* Please complete this form and send to filmhublondon@filmlondon.org.uk by Wednesday 30 September 2020.
* Please do not send hard copies by post.
* If you require assistance to complete this application, the BFI provides an access support fund, which you can apply for here: [bit.ly/AccessSupportFund](https://bit.ly/AccessSupportFund)
* Make sure to read the Film Exhibition Fund [Guidelines](https://s3.eu-west-1.amazonaws.com/filmlondon/Film-Exhibition-Fund-2020_guidelines.pdf?mtime=20200814171733&focal=none) for each section.
* We have given a suggested word count for some questions.

**Section 1:** Key details

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| **Organisation Name:** |  |
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| **Name of applicant:** |  |
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| **Phone:** |  |
|  |  |
| **Email:** |  |
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| **Date of proposal:** |  |
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| **Activity title:** |  |
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| **Activity start date:** |  |
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| **Activity end date:** |  |
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| **Total audience numbers projected:** |  |
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| **Number of independent films projected:** |  |
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| **Number of screenings or events planned:** |  |
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| **Proposed venue(s):** |  |
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| **Amount you are applying for:** | £ |

* *(Note that Film Hub London cannot cover 100% of costs, you should show match funding through box office, cash or in-kind contributions)*

**Section 2:** Diversity

**Tell us which under-served communities your activity reaches.** *Please tick* ***any*** *that apply.*

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| ☐ Rural | ☐ Black, Asian or Minoritised Ethnic people |
| ☐ Older age group | ☐ Speakers of minority languages |
| ☐ Young people (16-30) | ☐ LGBTQIA+ people |
| ☐ D/deaf or disabled people | ☐ Other (please specify): |
| ☐ Neurodivergent people |  |
| ☐ Low socio-economic groups |  |

**Please give any additional information here on how your activity meets the** [**BFI Diversity Standards**](http://www.bfi.org.uk/about-bfi/policy-strategy/diversity/diversity-standards)**.**

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| **A. On screen representation:** *Diverse narratives, cast and places depicted in the films you intend to programme (150 words)* |  |
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| **2. A diverse team:** *Who's involved in running the activity? (150 words)* |  |
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| **3. Industry access or training:** *Will you offer accessible opportunities for work experience or professional development? (150 words)* |  |
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| **4. Catering for different audiences:** *Tell us what you’re offering around disability access, or specialist activity for under-served audiences. Refer to* [*Inclusive Cinema*](https://inclusivecinema.org/) *for resources and ideas. (150 words)* |  |
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**Section 3:** About your activity

**Please provide a short description of your activity and how you’ll reconnect with audiences:** *How would you sum up your activity in two sentences? (150 words)*

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**Please tell us which films (or type of films) you plan to programme, where known:** *and if you’re doing any events or activity around them. (200 words)*

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**What are your aims and objectives?** *What do you want to achieve? Think about the guidelines, how you’ll re-engage with audiences, and remember what we can and can’t support. (300 words)*

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**Will your activity support one of the following priority audience groups? If so, please tell us how.**

* Cultural engagement - development of audiences for British independent and world cinema:

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* Developing young audiences (aged 16-30):

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* Promoting inclusivity (see diversity categories in section 2):

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* Showcasing screen heritage - including national and regional collections:

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**Section 4:** Other information

**Tell us about your experience in running similar activity before.** *How is your organisation proven to programme for, market to and grow audiences for independent film? (100 words)*

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**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, and what benefit they will bring to your activity. (150 words)*

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## How will you market this activity to audiences? *Think about working with specialist partners to target local groups (If you have a separate marketing/audience development plan, please attach). You may wish to refer to* [*The Bigger Picture’s A Simple Guide To: Comms during closure & working towards reopening*](https://www.the-bigger-picture.com/guides/)*. (150 words)*

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**How will you evaluate your activity?** *We will supply a report and survey template but do you have any interesting ways of engaging your audiences in feedback and research? (100 words)*

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**How will your activity support you and your audiences for the future?** *What is its legacy? (100 words)*

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**Tell us about the safety measures you’ll be taking to operate safely during Covid-19.** *You may wish to refer to the UKCA’s* [*Cinemas – keeping workers and customers safe during Covid-19*](https://www.cinemauk.org.uk/wp-content/uploads/2020/06/CINEMAS-keeping-workers-and-customers-safe-during-COVID-19-JUNE-2020-V1.0.pdf) *guidelines. Are you offering staff any training? (100 words)*

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**Tell us what steps you will take to reduce the environmental impact of your activity.** *Please read the*[*ICO Greening Your Cinema Toolkit*](https://www.independentcinemaoffice.org.uk/advice-support/green-cinema-toolkit/)  (*100 words)*

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**Please check the box to confirm you have a bullying and harassment policy.** *(If you do not currently have a policy in place, please get in touch and we can support you in this.)*☐

**Please check the box to confirm that you have read and understood the BFI’s bullying and harassment guidelines and circulated them within your organisation.** *Please attach a copy of your policy with your application.* ☐

**Section 5: Budget**

**Please download and complete the** [**activity budget**](https://s3.eu-west-1.amazonaws.com/filmlondon/Film-Exhibition-Fund-2020_budget-template.xlsx?mtime=20200814120900&focal=none)**, completing all sections.**

**Please give details of any other proposals for support you may have submitted** to other Film Hubs or Lottery funders across the UK (if relevant) or if for festival activity, whether you have also applied to the BFI or another BFI-funded organisation,such as Ffilm Cymru, Screen Scotland, NI Screen, National Lottery, Heritage Lottery Fund, etc.

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**Conflict of interest**

* BFI and Film London (Film Hub London) are required to identify all relevant financial or personal interests that may exist between board members or employees of BFI and/or Film London (Film Hub London) and applicants. This is to ensure that measures can be introduced to prevent a conflict of interest arising between those persons assessing the application for BFI and/or Film London (Film Hub London)  and such applicants.
* **If you have any financial or close personal relationships with any trustee, board member of employee of BFI and/or Film London (Film Hub London), please give details of the nature of the relationship/s:**

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**Section 7: Checklist**

**Please send us the following to make your application.**

☐ Completed application form – this document

☐ Completed budget

☐ Marketing / audience development plans (if separate)

☐ Last annual management accounts

☐ Relevant safeguarding policies (if applicable)

☐ [Equal opportunities form](https://form.jotform.com/200442950487052) to be filled in separately

☐  Your bullying and harassment policy

☐  Your sustainability policy (if you have one)

**Section 8: Data Protection**

The information you supply may be held on a computer. It may be used to process proposals, awards and to prepare statistics. We may also be obligated to share information under the freedom of information act. Film Hub London reserves the right to cancel any proposal and require repayment of funds if false or incomplete information is supplied. For more information, please see the [Film London Privacy Notice](https://filmlondon.org.uk/privacy-notice-cookies).

**Section 9: Signatures and Declarations**

*Note: the signatory must be the individual named in section 1.*

* **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 London and its funders.**
* **I confirm that all other proposals to other distributors of Lottery awards for cinema have been declared.**
* **I undertake to inform Film Hub London fully and immediately of any changes affecting this proposal or related materials.**
* **I agree that from time to time Film Hub London 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.**

*Please type your name or insert e-signature as acceptance.*

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| **Name & position:** |  |
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| **Signature:** |  |
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| **Date:** |  |
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| **Co-sign** *(if required)* **name** **& position:** |  |
|  |  |
| **Signature:** |  |
|  |  |
| **Date:** |  |

**Our contacts**

If you have any queries, or if you would like to discuss any aspect of your activity prior to proposal, please contact (and submit your final application to):

Film Hub London

Paul Bowman, Head of Film Culture

filmhublondon@filmlondon.org.uk

020 7613 7697