

Film Hub South East ↘

Programming Group

Guidelines
2018-19

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Key deadlines

Proposal submission	Friday 22nd June 2018	Please submit your proposal to filmhubse@independentcinemaoffice.org by 5pm on Friday 22nd June 2018
Acknowledgement of proposal	5 working days	We will acknowledge receipt of your proposal within five working days
Request for additional information	Friday 6th July 2018	We may ask for additional information regarding your proposal within two weeks of the proposal deadline
Decision on proposal	Friday 20th July 2018	We will inform you of the decision regarding your proposal within four weeks of submission

Introduction

What is the BFI Film Audience Network?

The [BFI Film Audience Network \(or FAN\)](#) was originally set up in 2012, using funds from the National Lottery, to support a stronger and more connected approach to growing audiences for British and international film on the big screen. It divided film exhibition activity in the UK into regions, each led by a regional Film Hub.

From 2017, FAN is part of the BFI's five-year plan [BFI2022](#) and central to BFI2022's commitment to give everyone, everywhere in the UK the opportunity to enjoy and learn from the richest and most diverse range of great British and international filmmaking, past, present and future.

The priorities for FAN under BFI2022 are to:

- Increase access to a wide range of independent British and international film for audiences – especially those outside London;
- Extend engagement with BFI supported activities across the UK and enhance the quality and cultural depth of audience experience;
- Increase access to the UK's screen heritage especially via the BFI's National Film and TV Archive and those of the regions and nations;
- Enhance the quality of audience-facing activity, deepen knowledge and build capability in its membership, and;
- To do this with a particular emphasis on increasing the diversity of audiences and boosting the number of 16-30 year olds engaging with film activity.

What is Film Hub South East?

[Film Hub South East](#) is the Hub region for the South East of England. Geographically it has grown from the previous iteration of FAN and now covers the following local authority areas: Bedfordshire, Bracknell Forest, Brighton and Hove, Buckinghamshire, Cambridgeshire, East Sussex, Essex, Hertfordshire, Kent, Luton, Medway, Milton Keynes, Norfolk, Oxfordshire, Peterborough, Reading, Slough, Southend-on-Sea, Suffolk, Surrey, Thurrock, West Berkshire, West Sussex, Windsor and Maidenhead and Wokingham.

From 2018, Film Hub South East is managed by the [Independent Cinema Office \(ICO\)](#), the UK's national agency for the development and support of independent film exhibition.

What does Film Hub South East do?

Like all of the regional Film Hubs, Film Hub South East works on behalf of the BFI and in partnership with its members to deliver specific outcomes in its region against the priorities listed above.

Objectives of the scheme

The aim of the Programming Group is to increase opportunities for audiences across the South East region to see independent British and International film at their local cinema.

Film Hub South East is looking to bring together a group of 12 cinemas, each of which will receive a package of funding support, bespoke industry events, advice and information to support their programming and presentation of specialised films.

In return, we simply ask for an ongoing commitment and the monthly programme space to show more independent British films, world cinema, documentaries and archival content than is currently programmed in their venue.

How does the scheme work?

Participating cinemas will be presented with a list of films every two months, from which they must select two to include in their programme – one per month.

We expect participating cinemas to use the scheme to develop and diversify their programmes and audiences – there must be an ambition to show films that the cinema would not ordinarily show. Each list of films will have a range of titles to accommodate cinemas with programming at different stages of development.

The minimum guarantee (up to £100) for the film will be covered by the scheme to remove some of the financial risk for participants.

Participating cinemas will be invited to a meeting in the region, or in London, every two months, to discuss forthcoming titles with the Film Hub SE Programming team. At these meetings, there will also be opportunities for cinemas to take part in workshops and special events, see preview films, hear from industry experts, meet with relevant distributors and access further information which will inform their programming.

Participating cinemas will be offered a place and travel and accommodation bursaries at each of the ICO main Screening Days, which take place three times a year, to enable early previewing of films that are considered for programming through this scheme.

What support is offered?

- £50 travel budget to attend six meetings a year in the South East region or London (£300 in total per venue)
- 12 x £100 Minimum Guarantee payments to underwrite the box office risk for each venue (£1200 in total per venue)
- One three-day pass for ICO Screening Days events three times a year
- £250 travel and accommodation bursaries to attend ICO Screening Days events three times a year (£750 per venue in total)

Who is eligible?

To take part in the Programming Group, cinemas must:

- Operate theatrically – with DCI compliant 2k or higher resolution Digital Cinema equipment;
- Present film programming on a regular basis, with over 300 screenings per year;
- Have a member of staff nominated to take a lead on the project. This person must attend a meeting of the Programming Group every two months.
- Participating cinemas can be not-for profit; cinemas in mixed arts venues; privately owned independent cinemas; privately owned cinemas within small (fewer than 6 sites) cinema chains.

When can I submit a proposal?

Proposals will be accepted until 5pm on Friday 22nd June 2018. Proposals submitted after this date will only be accepted at the discretion of Film Hub South East.

Making a proposal

It is very simple to make a proposal. You will need to complete the following documents:

- Proposal Form;
- A copy of your programme, or a list of films your cinema has booked over the last six months, and;
- Equality and diversity monitoring form.

Completed proposals should be emailed to: filmhubse@independentcinemaoffice.org.uk.

Once you have submitted your proposal, we will assign it a unique ID number and confirm receipt by email. You should receive this acknowledgment within five working days of submission.

We will initially look at whether your proposal is eligible (see 'Who is eligible' on pg. 7). If your proposal is eligible, it will progress to the Assessment stage.

If your proposal is ineligible, we will send you an email to inform you that it will not be progressing further.

If the proposal satisfies the eligibility criteria, the proposal will be reviewed by two members of senior ICO staff, with the appropriate level of skills and expertise, who will assess the proposal based on its ability to achieve the objectives of the scheme, weighed against competition from other proposals. This may take up to two weeks from the proposal deadline. During this time we may ask you for some supplementary information on the proposal.

We will inform you of the final decision regarding your proposal within four weeks of the proposal deadline.

Feedback and appeals

We aim to make the proposal process as transparent as possible, but as a result of the volume of proposals we receive we do not have the resources to provide detailed feedback on proposals. If your proposal is unsuccessful we will send you an email explaining why –e.g. the level of competition, because it did not sufficiently address the priorities of the scheme, etc.

The decision of Film Hub South East as to whether it wishes to support a proposal is final. Inevitably, some proposals will have to be turned down, even if they meet all the priorities of the scheme, due to high levels of competition. All applicants will be informed in writing of the decision on their proposal.

Your information

We may be asked to publicise information on the number of proposals we receive. This information will include the name of the successful applicant.

Successful proposals

If your proposal is successful, you will be sent a Memorandum of Understanding setting out the terms and conditions of the scheme. This Memorandum of Understanding must be countersigned and returned to Film Hub South East within 14 days of issue.

The Memorandum of Understanding will contain, at a minimum, the following terms and conditions:

Use of the support

Any support must be used exclusively for the purpose of the scheme and in accordance with the timetable.

Payment

Film Hub South East will set out a cashflow schedule for payment of instalments of the support. This will include a holdback against delivery of a final report.

Branding

Film Hub South East uses funds from 'good cause' National Lottery funding. We ask all our award recipients to increase visibility of the National Lottery and include the BFI FAN logo on all project materials – [click here to download logos](#).

Monitoring and reporting

BFI FAN is funded with money from the National Lottery, one of the central goals of National Lottery funding is that money goes towards valuable projects and benefits all members of society. In-line with this, BFI FAN aims to develop more diverse, confident and sustainable audiences for British and international film. All projects supported through BFI FAN will need to collect information on their audiences to see if this aim is being achieved.

Therefore if your proposal is successful you will need to survey your audiences for the subsidised screenings and record the data in a project log.

This information will need to be submitted quarterly, 14 days after the end of the preceding quarter:

This information, along with a final narrative report, will form your Final Report which you are required to submit to ICO within one month of completion of the scheme.

As part of the ongoing promotion, review and development of this scheme, we may ask you to undertake a case study, exit poll, write a blog post, or provide Film Hub South East with additional information or material.

FAQs

Who is the scheme for?

12 cinemas with a commitment to show more independent British films, world cinema, documentaries and archival content.

Who is eligible?

Cinemas that operate theatrically with DCI compliant 2k or higher resolution Digital Cinema equipment and have 300+ screenings per year.

What support is offered?

12 x £100 to underwrite the costs of Minimum Guarantees plus travel and accommodation bursaries and passes for ICO Screening Days events.

How long does it take for a decision to be made on my proposal?

We will take a maximum of four weeks after the deadline for proposals to make a decision. During that time, if we have questions on your proposal, we will contact you.

What happens if I submit a proposal late?

Film Hub South East has the right to decline proposals submitted after Friday 22nd June 2018. If you anticipate your proposal cannot be submitted before this date, please contact us to discuss the situation.

Who should I contact if I have other questions?

We strongly recommend that you contact us if these FAQs do not answer your questions. Please email questions to: filmhubse@independentcinemaoffice.org.uk.

Contact us

If you have any questions about the guidelines or submitting a proposal please get in contact with us. We're happy to discuss your project before you submit a proposal.

Email

filmhubse@independentcinemaoffice.org.uk

Telephone

0207 636 7120

Important information

The information in these guidelines can change. Film Hub South East reserves the right to review and change its policies, procedures and assessment criteria.

If there are any conflicts of interest between proposals and Film Hub South East staff members, e.g. a personal relationship or vested interest in a project, the relevant member of Film Hub South East staff will not be involved in assessing the proposal or making a decision on the award.

Film Hub South East reserves the right to withhold an award if a proposal has been filled in dishonestly or incorrectly, or if during the term of the agreement the awardee acts dishonestly or negligently.