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# Training and Professional Development Bursary

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Guidelines  
2018-19

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## Key deadlines

<b>Bursary application submission</b>		Please apply no fewer than <b>four weeks</b> before the proposed activity is due to begin
<b>Acknowledgement of application</b>	<b>5 working days</b>	We will acknowledge receipt of your application within <b>5 working days</b>
<b>Application outcome</b>	<b>2 weeks</b>	We will confirm the outcome of your application within <b>2 weeks</b>

# 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

We will be looking for applications that best demonstrate how the suggested training and professional development activity will impact the ability of cinemas and film festivals to best address the strategic priorities as below, with a specific focus on attracting younger and more diverse audiences:

- To ensure provision for specialised film in geographic areas which are currently underserved;
- To increase audiences for specialised film in all areas of the South East;
- To increase the number of venues in the region offering ambitious and diverse film programmes;
- To increase opportunities for audiences to engage in dialogue and discussion around film culture beyond the viewing experience, and;
- To build capacity in film skills to effect long-term change and sustainability in the region.

## What support is available?

The total amount available in the Training and Professional Development Bursary scheme is **£14,000**, which is for activity that takes place in the period February 2018–March 2019.

Once this has all been allocated and the scheme has closed, this will be communicated to Film Hub South East members.

### **How much support can I request?**

Bursaries are available of up to £750 (inclusive of VAT). Applications can be submitted for up to 90% of the costs of training course fees, travel and accommodation costs related to attending training, and other costs related to professional development. However, in most cases we would not expect to fund more than 70% of the cost.

If applicants are VAT registered, bursary claims should not include any VAT if it will be claimed back from HMRC. If applicants are not VAT registered, bursary claims can include VAT where necessary.

Organisations can receive a maximum of £750 from this fund in the period January 2018 to March 2019 so please be sure to discuss plans with your colleagues before applying.

## Who is eligible for support?

To submit a proposal for consideration your organisation must be a member of Film Hub South East showing at least 12 films per year. To find out how to become a member, visit our [website](#).

Your organisation must be legally constituted and centrally managed in the UK. This includes:

- Limited Liability Company or Partnership registered at Companies House;
- Community Interest Company registered at Companies House;
- Local authority or statutory body;
- Charity or trust registered with the Charity Commission (including UK universities);
- If not registered with the Charity Commission, universities principally regulated by one of the Higher Education Funding Bodies (being the Higher Education Funding Council for England, the Higher Education Funding Council for Wales, the Department for Employment and Learning Northern Ireland and the Scottish Funding Council);
- Unincorporated associations and clubs (an organisation set up through an agreement between a group of people who come together for a reason other than to make a profit. The organisation must have 25 or more members, and has rules regulating who can be a member).

Your organisation will be expected to have robust governance and management structures and processes in place.

### **Who is not eligible?**

Individuals cannot submit proposals for consideration.

Please note attendance at international film festivals is not eligible. Bursary funds are limited and unfortunately we will not be able to support every application.

## What kind of activities will be supported?

These bursaries are designed to support training and professional development activities for organisations that would otherwise not be able to afford to support their staff (or volunteers) in these activities. Relevant activities might include attending training courses, conferences or screening events.

Applications to attend international film festivals are not eligible.

Only economy/ standard class travel costs will be eligible for support.

Costs related to caring responsibilities are also eligible (with receipts from certified childcare providers or registered carers).

# Successful applications

Successful applicants will be asked to write a report about the impact of the training or professional development activity on their work and future plans, and may also be asked to write a blog post or share their experience with other Film Hub members in other ways (to be discussed with Film Hub South East).

## **Use of the bursary**

Any bursary must be used exclusively for the purpose for which it was requested and in accordance with the timetable.

## **Payment**

If your application is successful, we can provide 50% of the bursary up front if necessary.

Final payments will be made after full receipts and reporting paperwork have been submitted. Payment will not be made if you didn't complete or attend the activity in full. Applicants who need an advance payment should indicate this on their application form.

## **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, which will be supplied by the ICO.



# FAQs

## **Who is eligible for a Training and Professional Development bursary?**

Film Hub South East member organisations that show at least 12 films per year..

## **How do I apply?**

The application form can be downloaded [here](#).

Once completed it can be emailed to [filmhubse@independentcinemaoffice.org.uk](mailto:filmhubse@independentcinemaoffice.org.uk)

## **When do I need to apply by?**

You must apply a minimum of four weeks prior to the start of the event/activity. Applications for activities that have already taken place will not be accepted..

## **How long will it take for a decision to be made on applications?**

Decisions will be communicated no later than two weeks after applications are received.

## **How will decisions be made?**

Please note bursary funds are limited and we will not be able to support every application.

Each application will be assessed by two members of senior ICO staff, who will then discuss and finalise the decision.

## **What do I do if I have further questions about applying for a bursary?**

If you have any questions about applying for a bursary after reading the FAQs please contact us directly on [filmhubse@independentcinemaoffice.org.uk](mailto:filmhubse@independentcinemaoffice.org.uk) or phone 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.

## 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](mailto:filmhubse@independentcinemaoffice.org.uk)

### **Telephone**

0207 636 7120