**Bursary Application Form**Please read Film Hub Wales’ [Training & Skills Guidelines](https://filmhubwales.org/en/support/training-and-skills-support/) before making a submission.

* Please complete this form and send to [lisa@filmhubwales.org](mailto:lisa@filmhubwales.org)
* Proposals will be accepted on a rolling basis with no set deadlines.
* Please note that for each course/event, only one submission per person, per organisation will be accepted.
* For national or cross FAN courses in partnership with the [ICO](https://www.independentcinemaoffice.org.uk/), they may be able to offer additional bursaries.
* If you require assistance to complete this application, the BFI provides an access support fund, which you can apply for here: [Access support Fund](https://www.bfi.org.uk/get-funding-support/access-support-bfi-film-fund-film-audience-network-applicants)
* This form has been optimised for accessibility. Please do not send hard copies by post.

Section 1: Details

|  |  |
| --- | --- |
| **Event / Course/ Activity and name of provider:** |  |
| **Date(s):** |  |
| **Location:** |  |
| **Have you ever attended this event/ course or activity before?** If yes, please say how you applied the learning from previous attendance and why it is necessary to attend again. | **Yes**  **No:** |
|  |

|  |  |
| --- | --- |
| **Full name:** |  |
| **Job title or role:** |  |
| **Organisation name:** |  |
| **Address & Postcode:** |  |
| **Email:** |  |
| **Phone number:** |  |
| **How long have you been in this role?** |  |
| **Is this role paid or voluntary?** | **Paid**   **Voluntary** |
| **Annual turnover of organisation:** (We use this information to help ensure our available funds are awarded fairly across a range of different organisations) | **£** |
| **Please give details of any other training that would benefit your organisation in the future:** |  |
| **Please give details of any other applications for bursary support you may have submitted to other Film Hubs across the UK (if relevant):** |  |

Section 2: Benefit to your audience  
  
Specific benefits the activity will deliver for you, your organisation and the wider Hub network.

|  |  |
| --- | --- |
| **Young audiences (aged 16-30) or 16-19 in partnership with Into Film:** |  |
| **Inclusive screenings (see diversity categories in our priorities** [**here**](https://filmhubwales.org/en/support/training-and-skills-support/) **in Training Guidelines):** |  |
| **Development of audiences for British independent and world cinema with added value:** |  |
| **Access to screen heritage, including national and regional collections:** |  |
| **The celebration of Welsh language, heritage and culture, offering a platform for Welsh talent:** |  |

**Please give any further details of how your submission may meet the** [**BFI Diversity Standards**](http://www.bfi.org.uk/about-bfi/policy-strategy/diversity/diversity-standards).(e.g. will your training result in further training for hard to reach groups at your site, or will you learn how to programme accessible content?):

|  |  |
| --- | --- |
| **1. On screen representation:** Diverse narratives, cast and places depicted in the films you intend to programme. (150 words) |  |
| **2. A diverse team:** Who's involved in running the activity? How might you involve diverse voices?  (150 words) |  |
| **3. Industry access or training:** Will you offer accessible opportunities for work experience or professional development? (150 words) |  |
| **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) |  |

Section 3: Environmental Sustainability

|  |  |
| --- | --- |
| **Method of proposed travel (please consider your carbon footprint):** |  |
| **Please read the** [**ICO Greening Your Cinema Toolkit**](https://www.independentcinemaoffice.org.uk/advice-support/green-cinema-toolkit/) **and tell us what steps you will take to reduce the environmental impact of your project:** *(100 words)* |  |

Section 5: Budget

Amount requested from Film Hub Wales:

Contributions of up to 100% of fees and 50% of travel and accommodation will be eligible and a maximum of £125 for Welsh based events/training, £250 for UK wide events/training and £500 for overseas events/training.

The amount should be relative to the scale of your training.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Total Cost** | **Percentage of total cost payable** | **Amount Requested** |
| **Fees** | £ | 100% | £ |
| **Travel** | £ | 50% | £ |
| **Accommodation** | £ | 50% | £ |
|  | | **TOTAL** | **£** |

|  |  |
| --- | --- |
| **How will you be paying for any other expenses?** | **My organisation**    **Personal funds** |
| **Other source(s)** (please state): |  |

Signatures and Declarations

Applicants will be informed of the decision within **21 days** of applying. We will endeavour to respond sooner in exceptional circumstances. Please allow a minimum of 28 days before your course/event start date when making a submission. **Please do not apply post-event.**

If your submission is successful the bursary will be paid on completion of the event/course following production of valid receipts. Please note that successful applicants will be asked to complete a short report and blog about the event/training attended.

If you have any queries about Film Hub Wales’ event/training bursaries or the submission process, please email Lisa Nesbitt, [lisa@filmhubwales.org](mailto:lisa@filmhubwales.org) or call 02920 311067.

**Data Protection**The information you supply may be held on computer. It may be used to process awards and to prepare statistics. We may also be obligated to share information under the freedom of information act. Film Hub Wales reserves the right to cancel any proposal and require repayment of funds if false or incomplete information is supplied.

We will always treat your personal details with care. All personal data that you choose to provide us with will be held securely and only ever used with your full permission. We will only ever get in touch in the ways that you wish, and we will make sure that everything we send to you is relevant to our programme, events, products, services and ways you can support us. To read our full privacy statement, visit [**chapter.org/privacy**](https://www.chapter.org/privacy)

Make sure you’re in control of your information, and that you can ask us to stop using it whenever you like. If you have any questions, would like to change your preferences or opt out of communications, just call 02920 311067 or email [lisa@filmhubwales.org](mailto:lisa@filmhubwales.org)

Please Note: **Please sign to confirm the following** (Note: the signatory must be the individual named as the applicant):

**1.** I understand that if I am awarded Bursary support I will be required to submit an evaluation form with my claim, and the Hub or another FAN based organisation may contact me in future about taking part in follow-up research about the benefits of the funded training/professional development. I agree that from time to time Film Hub Wales can put me in touch with official Film Hub members/partners via email (if relevant).

**2.** I confirm that all information provided on this form, and in any material submitted in support of it, is truthful and accurate. I agree to share this information with Film Hub Wales and its funders. I confirm that all other proposals to other distributors of Lottery awards have been declared. I undertake to inform Film Hub Wales fully and immediately of any changes affecting this submission or related materials.

**3.** I confirm I have the authority to make this submission on behalf of the organisation.

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

|  |  |  |
| --- | --- | --- |
| **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):

Lisa Nesbitt, Development Officer | [lisa@filmhubwales.org](mailto:lisa@filmhubwales.org) | 02920 311067.

Equal Opportunities Monitoring FormThis section is about you. We’re requesting this information to evaluate the effectiveness of our work to boost diversity and inclusivity. The questions are designed to align with UK Government census data so we can compare our member profile to the general population. If you would rather not answer any of these questions, please choose ‘prefer not to say’ or skip to the next. Thank you.

1. **Which of the following describes how you think of yourself?**

Female  Male  Non-binary  Intersex

Prefer not to say  Prefer to identify as:

1. **Is your gender the same now as it was assigned at birth?**

Yes  No  Prefer not to say

1. **How old are you?**

0-15     16-19   20-24     25-30     31-34  35-39     40-49  50-59  60-69  70+  Prefer not to say

1. **What is your sexual orientation**

Bisexual    Gay / Lesbian  Heterosexual / Straight   
 Prefer not to say  Prefer to self-describe:

**5. Do you identify as D/deaf, and/or do you consider yourself to have a disability or long-term health condition?**

Yes, I am D/deaf  I have a disability  No  Prefer not to say

1. **What is your religion / belief**

Buddhist  Christian  Hindu  Jewish  Muslim   
 Sikh  No Religion  Other:  Prefer not to say

**7. What is your ethnic group? Choose one option that best describes your group or background**  
  
Black / African / Caribbean / Black British

African  Caribbean   
 Any other Black / African / Caribbean background, please describe:

East Asian / East Asian British (including South East Asian / South East Asian British)

Chinese  Japanese   
 Any other East Asian background, please describe:

South Asian / South Asian British

Indian  Pakistani  Bangladeshi   
 Any other South Asian background:

Mixed/Multiple ethnic groups

White and Black Caribbean  White and Black African  White and Asian

Any other mixed / multiple ethnic background, please describe:

White

English/Welsh/Scottish/Northern Irish/ British    Irish  Roma or Irish Traveller

Any other white background, please describe:

Other ethnic group

Arab  Any other ethnic group, please describe:   
 Prefer not to say