**Film Exhibition Fund 2021-22
Application Form**

* Please complete this form and send to lisa@filmhubwales.orgby 5pm **Thursday 29th April 2021** or **5pm Friday 30th July 2021.**
* This form has been optimised for accessibility. 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](https://www.bfi.org.uk/get-funding-support/access-support-bfi-film-fund-film-audience-network-applicants).
* Make sure to read the [Film Exhibition Fund Guidelines](https://filmhubwales.org/en/support/fef-fund/) for each section.
* We have given a suggested word count for some questions.

Section 1: Key details

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| --- | --- |
| **Organisation Name:** |  |
| **Name of applicant:** |  |
| **Phone:** |  |
| **Email:** |  |

|  |  |
| --- | --- |
| **Activity title:** |  |
| **Activity start date:** |  |
| **Activity end date:** |  |
| **Activity/Programme language:** | [ ]  English [ ]  Welsh [ ]  Bilingual |
| **Total audience numbers projected:** | Online:  | In-venue:  |
| **Number of independent films projected:** | Online:  | In-venue:  |
| **Number of screenings or events planned:** | Online:  | In-venue:  |
| **Proposed venue(s):** |  |
| **Amount you are applying for:** £ |
| (Note that Film Hub Wales cannot cover 100% of costs, you should show match funding through box office, cash or in-kind) |

Section 2: Diversity

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

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

 **Please tell us how your activity meets the** [**BFI Diversity Standards**](https://www.bfi.org.uk/inclusion-film-industry/bfi-diversity-standards)**.**[**Please see anonymised example of best practice here**](https://filmhubwales.org/wp-content/uploads/2020/11/Diveristy-Standards-example-2020-Optimised.docx)**.**

|  |  |
| --- | --- |
| **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 in particular, ‘[Dismantling Structural Inequality in Your Cinema](https://inclusivecinema.org/how-to-guides/dismantling-structural-inequality-in-your-cinema/)’. (150 words) |  |

Section 3: About your activity

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| **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) |  |
| **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) |  |
| **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) |  |

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: |  |
| **Developing young audiences** (aged 16-30): |  |
| **Promoting inclusivity** (see diversity categories in section 2): |  |
| **Showcasing screen heritage** - including national and regional collections: |  |
| **The celebration of Welsh language, heritage and culture:** |  |

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) |  |
| **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) |  |
| 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) |  |
| **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) |  |
| **How will your activity support you and your audiences for the future?** What is its legacy? (100 words) |  |
| **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 guidelines](https://www.cinemauk.org.uk/coronavirus-covid-19/guidance-for-cinemas/). Are you offering staff any training? (100 words) |  |
| **Tell us what steps you will take to reduce the environmental impact of your activity.** [Please read the ICO Greening Your Cinema Toolkit](https://filmhubwales.org/en/ico-green-cinema-toolkit/) (100 words) |  |

**Please confirm that you have, or intend to put in place, an anti-bullying, harassment and racism policy for your organisation**. Yes [ ]  No [ ]

**Would you would like to receive an email with additional online resources to help you to develop your policy?** Yes [ ]  No [ ]

Section 5: Budget

[Please complete the activity budget here](https://filmhubwales.org/en/support/fef-pitch-pots/) 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 Wales, Screen Scotland, NI Screen, National Lottery, Heritage Lottery Fund, etc.

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**Conflict of interest**
BFI and Chapter (Film Hub Wales) are required to identify all relevant financial or personal interests that may exist between board members or employees of BFI and/or Chapter (Film Hub Wales) 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 Chapter (Film Hub Wales) and such applicants.

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| **If you have any financial or close personal relationships with any trustee, board member or employee of BFI and/or Chapter (Film Hub Wales), please give details of the nature of the relationship/s:** |  |

Section 6: Checklist

Please send us the following to make your application.

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| --- | --- |
| [ ]   | Completed application form – this document |
| [ ]   | [Completed budget](https://filmhubwales.org/en/support/fef-pitch-pots/) (download here) |
| [ ]   | Marketing / audience development plans (if separate)  |
| [ ]   | CVs and background information on organisation (if a new applicant) |
| [ ]   | Welsh language policy - link to website is acceptable (if a new applicant) |
| [ ]   | Last annual management accounts (if a new applicant) |
| [ ]   | Relevant safeguarding policies (if applicable)  |
| [ ]   | Equal opportunities form (see below). |
| [ ]   | Your bullying, harassment and racism policy |
| [ ]   | Your sustainability policy (if you have one) |

Section 7: Data Protection

The information you supply may be held on a computer. It may be used to process proposals, funding 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

Section 8: 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 Wales and its funders.**
* **I confirm that all other proposals to other distributors of Lottery funding for cinema have been declared.**
* **I undertake to inform Film Hub Wales fully and immediately of any changes affecting this proposal or related materials.**
* **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).**
* **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:** |  |
| **Signature:** |  | **Date:** |
|  |
| **Co-sign name & position:** (if required) |  |
| **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 | 02920 311067.

BFI FAN Equality Monitoring Form
BFI FAN is committed to supporting a diverse sector, one which reflects the demographic make-up of the UK. Therefore, we capture information on the demographic profile of applicants, to help to assess if we’re achieving our aims.

Data from this form will not be included when assessing your funding application.

Every completed form we receive enables us to gain a better picture of the industry and the impact of our funding within it, so we thank you in advance for taking the time to complete it.

1. **Organisation**:
2. **Project Title**:
3. **Tell us which under-served communities your activity reaches. Please tick any that apply.**
☐ Rural ☐ Low socio-economic groups ☐ Older age group

☐ Black, Asian or Minoritised Ethnic people ☐ Young people (16-30)

☐ Speakers of minority languages ☐ D/deaf or disabled people

☐ LGBTQIA+ people ☐ Neurodivergent people
☐ Other (please specify):

1. **What type of role will you have on the project?**

☐ Head of department or artistic leadership of the project
☐ Project staff

☐ Trainee or volunteer

1. **Which of the following describes how you think of yourself?**[ ]  Female [ ]  Male [ ]  Non-binary [ ]  Intersex
[ ]  Prefer not to say [ ]  Prefer to identify as:
2. **Is your gender the same now as it was assigned at birth?**[ ]  Yes [ ]  No [ ]  Prefer not to say
3. **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
4. **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

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

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

 **11. 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,
please describe:

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

Socio-economic background
The next two questions are to collect data on socio-economic background:

**12.** **What type of school did you mainly attend between the ages of 11 and 16?**

☐ State-run or state-funded school – non-selective

☐ State-run or state-funded school – selective on academic, faith or other grounds

☐ Independent or fee-paying school – bursary

☐ Independent or fee-paying school – no bursary

☐ Attended school outside the UK

☐ Don’t know ☐ Prefer not to say ☐ Other:

**13. When you were 14, what did the main income earner in your household do for a living?**

☐ **Clerical and intermediate occupations** e.g., Secretary, nursery nurse, office clerk, call centre agent

☐ **Middle or junior managers** e.g., office manager, warehouse manager, restaurant manager

☐ **Modern professional occupations** e.g., teacher, nurse, social worker, artist, musician, software designer

☐ **Routine manual and service occupations** e.g., van driver, cleaner, porter, waiting staff, bar staff

☐ **Semi-routine manual and service occupations** e.g., postal worker, security guard, receptionist

☐ **Senior managers and administrators** e.g., finance manager, chief executive

☐ **Technical and craft occupations** e.g., fitter, plumber, printer, electrician

☐ **Traditional professional occupations** e.g., accountant, solicitor, scientist, medical practitioner

☐ **Unemployed/never worked/long term sickness**

☐ **Prefer not to say**