

**This is a preview of the application form. We can only accept applications through our online application portal.**

## **WELCOME**

You are about to begin an application to the **BFI Completion Fund**.

Please read the guidelines before submitting your application. You can view the guidelines by clicking on the link above.

Please click on the tabs at the top of the page to navigate through the form. If you have any problems you can contact us by clicking on the link above.

To view your in-progress and submitted applications, please click on the account link above. Your account is linked with the email address that you used to access this form.

Before you submit your application, please can you complete our [BFI Equality Monitoring Form](#), which is a requirement of our funding.

Please tick to confirm that you have submitted the BFI Equality Monitoring Form for this project:

To start your application, please proceed to the next page.

## **ORGANISATION**

Organisation's legal name

Company or charity number  
(Legal registration number)

Please provide the link to your company details page on [Companies House](#) or the [Charity Commission](#) website

Please select the legal status of your organisation

- Limited Liability Partnership (LLP)
- Limited Company Limited Partnership
- Community Interest Company (CIC)
- Charity – UK Registered

- Education Institution (University, College or School)
- Other
- Public Sector/Govt/Local Authority, Trust – UK Registered.

Organisation's trading name  
(if applicable)

Please select your organisation type

- Arts Organisation
- Cinema/Exhibition Venue
- Community/Arts Organisation
- Distributor
- Educational/Training Organisation
- Festival
- Film Society/Club
- Film Studio/Facilities House
- Local Authority
- Other
- Production Company
- Publisher
- Readers
- Regional/National Archive
- Regional/National Screen Agency
- Sales Agent
- Talent Agency/Literary Agent/Artist Management
- Trade Association/Guild/Union

Street address

Town/City

County

Country

Postcode

Website

## APPLICANT

The applicant should be the lead producer.

First name

Last name

Job title

Telephone

Email

If you have any specific communication needs, please tell us what they are:

Text phone

- Yes
- No

Sign language

- Yes
- No

Other (please specify below)

- Yes
- No

Once you have completed this section, please proceed to the next page.

## PROJECT

Film title

### Film logline

Describe your film in a few sentences.

### Film proposal

Please provide a concise proposal for your project. Refer to the Guidelines for an outline of areas you should cover.

### Weblinks to materials relevant to the project

Please include a weblink to your film.

You will have the opportunity later in the application form to attach documents if you prefer.

### Is your film an adaptation?

- Yes
- No

If yes, describe the source (book, life story, play, film, etc.) and state the rights owner:

### If yes, where are you in the rights process? (one option must be selected)

You may be asked to provide proof of this at a later stage.

- Option Secured
- Written proof that an option can be secured
- Source is out of copyright

### Genre

- Action-Adventure
- Comedy
- Crime
- Drama
- Family/Children's
- Horror
- Musical
- Other
- Science Fiction
- Thriller

Where is it set?

When is it set?

Estimated runtime (minutes)

Shoot locations

Please tick if your application a resubmission

Resubmissions cannot be made for projects previously rejected by the Film Fund unless there is a substantial and significant change in elements, or unless we invite you to resubmit.

- Yes
- No

If yes, detail the substantial change, recommended further development work or confirmation of our interest in the project:

## PERSONNEL

Name of producer

The team must be composed of at least two individuals across the three roles and the producer must be acting solely as the producer.

IMDb

Current county

Number of feature films cinematically released

- 0
- 1
- 2
- More

Biography

Briefly detail credits and relevant experience in film or any other medium. State whether projects are completed or in development and include festival screenings and awards if applicable.

Name of writer

IMDb

Current county

Number of feature films cinematically released

- 0
- 1
- 2
- More

### Biography

Briefly detail credits and relevant experience in film or any other medium. State whether projects are completed or in development and include festival screenings and awards if applicable.

### Writer's agent/agency

(if applicable)

### Name of director

### IMDb

### Current county

### Number of feature films cinematically released

- 0
- 1
- 2
- More

### Biography

Briefly detail credits and relevant experience in film or any other medium. State whether projects are completed or in development and include festival screenings and awards if applicable.

### Director's agent/agency

(if applicable)

## FINANCE

Request amount (£)

Total completion budget (£)

Overall budget including costs to complete (£)

### Finance to date (£)

Please include details of how the UK tax credit sits in your finance plan.

### Finance to complete (£)

Please include any additional funding you may have to help you complete the film.

## OTHER SOURCES OF FINANCE

Detail any financial partners or co-funders currently involved in your project using this format:

Source / Amount (GBP) / Secured (yes or no)

Do you hold any money with the BFI Locked Box scheme?

- Yes
- No
- Unsure

Please tell us how much is currently in your Locked Box (£)

If you are unsure, please email [productionfinance@bfi.org.uk](mailto:productionfinance@bfi.org.uk) for details.

Has your organisation previously received any funding from BFI including BFI NETWORK?

- Yes
- No

If yes please provide the reference number, project title and contract year

Include up to five of the most recent awards.

Has this project received funding from other Lottery distributors?

- No
- In progress
- Yes

Once you have completed this section, please proceed to the next page.

## BFI DIVERSITY STANDARDS

The under-represented groups we look at primarily relate to the protected characteristics as defined in the [UK Equality Act 2010](#):

- Age
- Disability

- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

In addition we seek to address under-representation in the following areas:

- Regional participation
- Socioeconomic background
- Caring responsibilities

## **STANDARD A: ON-SCREEN REPRESENTATION, THEMES AND NARRATIVES**

To achieve Standard A you will need to meet THREE of the criteria below:

### **A1: Lead characters, contributors, presenters, voice artists**

At least one of the lead characters / contributors / presenters / voice artists are from an under-represented group(s).

Please outline and select the underrepresented groups:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Regional participation
- Socio-economic inclusion
- Other

### **A2: Other characters, contributors, presenters, voice artists, competitors**

The total of your secondary or more minor on-screen individuals meet one, or more, of



the following targets:

- A 50-50 gender balance
- 20% belonging to an under-represented ethnic group
- 10% LGBTQ+
- 7% D/deaf and disabled
- Significant amount of contributors or competitors resident in the UK outside of London and the South-East
- Significant amount of contributors or competitors are from a lower socioeconomic background

In addition, for Scripted Films and Programmes, you should indicate these characters' roles in the story and where applicable explain where there are characters that are not frequently portrayed on screen or are offering non-stereotypical representation.

Please outline and select the underrepresented groups:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Regional participation
- Socio-economic inclusion
- Other

### **A3: Main storyline / subject matter**

The main storyline(s), theme or narrative of the film or programme is about under-represented group(s). Series or screening programmes should demonstrate diversity across the majority of programmes in order to meet A3, not just a single episode or element.

Please outline and select the underrepresented groups:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex

- Sexual orientation
- Regional participation
- Socio-economic inclusion
- Other

#### **A4: Other storylines / subject matter**

There are other elements of your storyline(s) or subject matter that are about under-represented group(s).

Please outline and select the underrepresented groups:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Regional participation
- Socio-economic inclusion
- Other

#### **A5: Location**

For Scripted Films and programmes: The setting is wholly, or partially, in an under-represented region or community. If your project is an animation that offers relevant representation, please detail how the world or place will be represented.

For Factual and Entertainment programmes: Filming should be wholly, or partially, on location or inside a studio outside of London and the South East of England.

Please outline and select the underrepresented groups:

- England - East Midlands
- England - East of England
- England - London
- England - North East
- England - North West
- England - South East
- England - South West
- England - West Midlands
- England - Yorkshire & Humber

- Northern Ireland
- Scotland
- Wales
- Other

### **A6: Casting decisions**

Casting choices that address under-representation and challenge tropes and stereotypes.

Please outline and select the underrepresented groups:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Regional participation
- Socio-economic inclusion
- Other

Please state whether you have addressed at least three of the categories to meet Standard A?

- Yes
- No

### **STANDARD B: CREATIVE LEADERSHIP AND PROJECT TEAM**

**You will not be asked to identify individuals by name.**

Please note that, where the total crew or project team size is less than 25 (e.g. documentaries, smaller festivals and screening programme projects), allowances will be made in terms of number of people required to meet a criteria.

To achieve Standard B you will need to meet TWO of the criteria below:

#### **B1: Department heads**

At least three of the following Heads of Department or Creative Leadership are from under-represented groups: Animation Director; Art Director; Composer; Costume

Designer; Creator; Director; Director of Photography; Editor; Executive Producer; Head of Production; Post Production Supervisor; Producer; Production Designer; Production Executive; Senior Animator; Series Director; Series Editor; Series Producer; Show Runner; Storyboard Supervisor; Technical Director; Writer; VFX Supervisor

If you are applying for a project that is not a film or a television production, you can detail any other department heads not listed above.

Please outline and select the underrepresented groups:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Regional participation
- Socio-economic inclusion
- Other

## **B2: Other key roles**

At least six other key roles (mid-level crew/team and technical positions) are filled by someone from an under-represented group.

Please outline and select the underrepresented groups:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Regional participation
- Socio-economic inclusion
- Other

### **B3: Other project staff**

At least one or more of the following targets are met for the overall crew or project staff:

- A 50-50 gender balance
- 20% target for those identifying as belonging to an under-represented ethnic group
- 10% target for those identifying as LGBTQ+
- 7% target for those identifying as D/deaf and disabled
- Significant amount of crew / staff resident in the UK outside of London and the South-East
- Significant amount of crew / staff from a lower socioeconomic background

### **B4: Regional employment**

The film, programme or project offers substantial local employment in the UK outside of London and the South East of England.

Please outline and select the underrepresented groups:

- England - East Midlands
- England - East of England
- England - London
- England - North East
- England - North West
- England - South East
- England - South West
- England - West Midlands
- England - Yorkshire & Humber
- Northern Ireland
- Scotland
- Wales
- Other

Please state whether you have addressed at least two of the categories to meet Standard B?

- Yes
- No

## **STANDARD C: INDUSTRY ACCESS AND OPPORTUNITIES**

**You will not be asked to identify individuals by name.**

Standard C is compulsory for all applicants with the exception of BAFTA and BIFA applications. Concessions may also be made for programmes

and projects with very small teams e.g. development applications.

To achieve Standard C you will need to meet TWO of the criteria below:

### **C1: Paid employment opportunities**

Your project is offering paid employment opportunities (such as apprenticeships, internships, expert advisers and similar) to people from under-represented groups.

Please outline and select the underrepresented groups:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Regional participation
- Socio-economic inclusion
- Other

### **C2: Training opportunities and skills development (craft, creative and business) including one-off, bespoke and student work-experience opportunities**

Your project is offering training opportunities (including work experience and other opportunities such as skills/craft development for crew and staff coming from outside of the industry, on-set and one-off training) to people from under-represented groups.

Please outline and select the underrepresented groups:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Regional participation
- Socio-economic inclusion
- Other

### **C3: Promotion to a role that constitutes career progression**

Crew/team members from under-represented groups are given a role that constitutes career progression.

Please outline and select the underrepresented groups:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Regional participation
- Socio-economic inclusion
- Other

### **C4: First job in a role that constitutes career progression from prior training**

Crew/team members from an under-represented group are given their first professional (non-trainee) role on the project.

Please outline and select the underrepresented groups:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Regional participation
- Socio-economic inclusion
- Other

### **C5: Meaningful, structured mentoring programmes**

Mentorship programmes for people from under-represented groups are being run as part of the project, either as part of a structured mentorship over the course of the project, as part of wider mentorship programme run by the company or where a HOD or creative from the project acts as a mentor within a wider programme and their mentee(s) have some involvement with the project.

Please outline and select the underrepresented groups:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Regional participation
- Socio-economic inclusion
- Other

Please state whether you have addressed at least two of the categories to meet Standard C?

- Yes
- No

### **STANDARD D: AUDIENCE DEVELOPMENT**

To achieve Standard D you will need to meet THREE of the criteria below:

#### **D1: Disability access and materials**

Access interventions are provided that go beyond statutory requirements or the obligations of UK broadcasters (BSL, subtitles, audio description). A real commitment to making a venue, festival, event, film release or programme broadcast accessible to as wide an audience as possible.

Please outline and select the underrepresented groups:

- Age
- Disability



- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Regional participation
- Socio-economic inclusion
- Other

## **D2: Under-served audiences**

The target audience(s) of a project is an under-served audience group, with a clear strategy to reach them.

Please outline and select the underrepresented groups:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Regional participation
- Socio-economic inclusion
- Other

## **D3: UK regional and national audiences outside London**

There is a clear strategy to add value and to engage audiences from outside of central London.

Please outline and select the underrepresented groups:

- England - East Midlands
- England - East of England
- England - London
- England - North East
- England - North West
- England - South East

- England - South West
- England - West Midlands
- England - Yorkshire & Humber
- Northern Ireland
- Scotland
- Wales
- Other

#### **D4: Promotional and marketing strategies**

There is a clear strategy to engage the under-served audience(s) you have referenced in D2 including marketing; events; outreach; online strategies; educational content; App, game or VR content; or competitions or partnerships with charities, community groups or other relevant organisations.

Please outline and select the underrepresented groups:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Regional participation
- Socio-economic inclusion
- Other

#### **D5: Partnerships utilising specialist and/or expert knowledge**

The project utilises specialist and/or expert knowledge in order to engage the under-served audience(s) you have referenced in D2.

Please outline and select the underrepresented groups:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief

- Sex
- Sexual orientation
- Regional participation
- Socio-economic inclusion
- Other

Please state whether you have addressed at least three of the categories to meet Standard D?

- Yes
- No

Once you have completed this section, please proceed to the next page.

## DECLARATIONS

### Diversity Standards

I have completed the Diversity Standards section and I am aware that I may be required to review and resubmit this information.

Please tick to confirm:

- Yes
- No

### General Conditions

I have read and agree to abide by the [BFI National Lottery Funding General Conditions](#).

Please tick to confirm:

- Yes
- No

### Authorised to Apply

I confirm that I am authorised to make this application and accept a conditional offer. I also have the authority to repay the British Film Institute in the event of the conditions not being met.

Please tick to confirm:

- Yes
- No

### Supporting Materials

I have read and understood the British Film Institute's application guidelines. I confirm that the information I have given on this application is true and correct. Any material I have sent to support my

application is also true and correct. I will tell you immediately if this information or the supporting material needs to be updated. I am happy for you to provide copies of this form and any supporting material to any person or organisation you wish to consult about my application. I understand that further material will be required and I am able to provide this within one week of a request.

Please tick to confirm:

- Yes
- No

### **Conflict of Interest**

The British Film Institute is required to identify all relevant financial or personal interests that may exist between board members or employees of the BFI 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 the British Film Institute and such applicant. Do you or any of your colleagues on the project have any financial and / or close personal relationship with any Board member or employee of the British Film Institute?

- Yes
- No

If yes, please give details of the nature of your relationship (e.g. spouse, relative, financial interest):

### **Data Protection**

Part or all of the information you give us will be held on an internal grants management system for the administration of applications and awards. We may also use this information for the evaluation of our Funds. We may provide copies of the information in confidence to further individuals or organisations who are helping us assess applications or monitor funding and also with other companies in the British Film Institute group of companies. We may use a credit reference agency to validate information you have provided in your application. This is not a credit check and will not affect your ability to receive credit from other organisations. The credit reference agency we use may keep a record of the information, and may disclose the fact that a search of its records was made to its other clients, in order to stop fraud. By submitting this application, you are providing your informed consent (permission) for the BFI to run such an identity verification check, including its access, use and storage. If you have knowingly provided false or inaccurate information to us at any point, we may provide details to fraud prevention agencies. If you are a company this will include the names of the Company Directors at the time of the fraud. You must undertake to inform all Directors, Trustees and Committee members of this notice.

Once you have completed this section, please proceed to the next page.

## **ATTACHMENTS**

Please attach the relevant documents to your application:

- a detailed production schedule/timeline to completion (Required)
- a copy of your festival invite (Required)
- a detailed budget (Required)
- a complete draft screenplay of your film (Optional)
- a detailed treatment and sample scenes of your idea (Optional)
- a completed writing sample (Optional)
- a showreel, short film or feature film on DVD (Optional)
- a finance plan (Optional)
- a casting list (Optional)
- sales estimates (Optional)

We may contact you within the assessment period to ask for further material. You will then be required to submit the materials within one week of the request.