

- Application closing date **29th May 2020 10am**
- Offer of funding **8th June 2020**
- Activity commences **late summer/ early Autumn 2020**

Application form

- Please read the following guidelines before commencing your application.

Please contact mark.reid@bfi.org.uk if you have any queries.

1. Introduction

BFI 2022 outlines how we intend to give everyone the educational opportunity to build a lifelong relationship with film*; to create clear progression paths for future audiences and talented young people and ensure that film is celebrated and explored in formal education. Our plans for 2017-22 have a focus on maximising the impact of education, learning and skills initiatives across all our funded partners, UK wide.

Since 2012 the BFI has been running a Saturday Film Club, solely at its BFI Southbank premises, aimed at engaging young people between the ages of 12-15 in a film-watching and making programme that both broadens and deepens their engagement with film. This has helped to springboard previous participants into further education, training and employment, and has bridged the gap between the opportunities offered through Into Film (10,000 film clubs focussed on watching and critiquing film 7-11 in schools) and the BFI Film Academy (Network and Residential practical filmmaking courses 16-19).

We now wish to increase the level, breadth and impact of participation by young people aged between 12-15, from a range of diverse backgrounds in broad film culture. As required by the Youth Accelerator Fund, this is currently being piloted in England in designated 'Opportunity Areas' but, depending on the success of this pilot initiative, the BFI has ambitions to extend this Film Club programme across the UK.

This pilot programme forms an intrinsic part of the UK wide strategy to ensure equality of opportunity for young people to learn about and begin a fledgling career in the film industry. It speaks directly to the Governments priorities regarding levelling up, youth, digital and place.

2. The BFI Film Club Programme

We are looking to fund providers who will achieve the following:

Aims:

- a) deepen their engagement with, and broaden their experience of, cinema
- b) produce high quality moving image products
- b) inform them of educational and careers choices and pathways in screen
- c) allow them to better understand their social context and promote community cohesion.

* By "film" we mean the creative art and language of the moving image, its ability to tell a story, express an idea or evoke an emotion, and in its evolution through appropriate platforms.

Objectives:

- a) Igniting and nurturing creative potential, boosting confidence and self-esteem
- b) Enhancing and practicing a range of soft-skills including communication, collaboration, leadership, resilience, independence and social interaction
- c) Watching and appreciating a broad range of films
- d) Engaging in the creative process of making a film
- e) Developing new 'transferable' practical skills and knowledge
- f) Sharing/showcasing their work with their peers, families and local community
- g) Helping them to build their networks from a young age.

Film Clubs should be delivered according to the following parameters:

2.1 Club schedule

Each Club should:

- Deliver the target of 36 hours training to each Club participant,
- Be delivered on a regular basis over a period of up to 12 weeks across the Autumn of 2020, and Spring 2020 (final session delivered by March 2021), except clubs run in PRU's which will need to be a block of 5 days (target 30 hours) to help facilitate delivery.
- Use the international film education framework 'Places and Stories' as the inspiration for their training programme; (<https://www.cinematheque.fr/cinema100ansdejeunesse/en/resources/all-the-questions/places-and-stories/ressources.html>).

This framework will ensure that the Clubs:

- Address a set of bespoke education and training outcomes (Appendix A)
- Give participants the opportunity to watch British Independent and specialised cinema to integrate critical understanding and enable access to a range of film cultures
- Cover signposting and next steps, including (for the 15 year olds) referral to the Film Academy network/residential courses and Creative Careers campaign/ScreenSkills website
- Give participants the opportunity to plan, deliver and review a practical film-based project, either individually or as part of a team, which must be showcased at the end of the course

2.2 Recruitment

Each Club will be expected to secure the enrolment of twenty[†] 12-15 year old young people residing in DFE 'Opportunity Areas', from a wide range of backgrounds and aim to achieve the following targets:

- Black Asian and Minority Ethnic (BAME): 19%
- Female: 50%
- Disability: 8%
- Low income backgrounds measured by entitlement to Free School Meals: 15%

[†] We expect on average 95% of participants to complete the club

You will be required to outline your recruitment strategy and explain specifically how you will meet each of the population demographic targets above. If for any reason you think that any target should be different (higher or lower) please specify what it should be and how you will meet it.

- The BFI will use its existing networks and channels to support the recruitment process, where requested, and can supply a participant application form where requested.
- Where clubs are delivered in PRU's, current students of the PRU will be given priority.
- Should a provider apply to run multiple clubs across one/multiple areas (maximum of 4 per applicant), a new intake of participants must be recruited,
- Course providers will need to notify the BFI of any participants who drop-out of the course and where possible replace the individual with another suitable recruit.

2.3 Safeguarding

Safeguarding the participants is vital to the BFI. Appointed providers will be responsible for safety and welfare of the participants at the clubs and will have a duty of care for all taking part irrespective of age. The duty of care includes ensuring the programme of activity is properly risk assessed and that the activity is managed in a safe manner throughout the duration of the course.

All appointed course providers will be required to submit the following paperwork prior to receipt of funding and commencement of the course:

- List of all staff working on the course
- Evidence of Disclosure and Barring (DBS) for all key staff working on the course
- An up-to-date health and safety policy
- An up-to-date Child protection policy
- Completed risk assessment (the BFI will provide a template to successful applicants).

2.4 Funding available

Organisations should apply for **up to £17,000** to deliver each separate club. We expect that applications for the full £17,000 will recruit the maximum number of participants per club (20). The budget can include up to £3,500 to stage a finale showcase event and to purchase any new capital equipment and/or consumables required to deliver the clubs which will remain the property of and be returned to the BFI upon completion of delivery of both clubs (for redistribution by BFI to future clubs).

Organisations applying to manage PRU delivery by Henry Blake should budget £6,000, out of the maximum £17,000, per club for his team's time, accommodation and subsistence costs.

Your budget should cover the following:

- Staffing (incl wages, training and DBS)
- Recruitment (incl out-reach and admin)
- Course (incl speakers, showcase, equipment etc)
- Access (incl transport, specialist workers etc)
- Venue (incl hire, refreshments etc)
- Overheads (contribution to ongoing)

An independent end of project evaluation will be commissioned by the BFI using the partners' End of Activity report as its foundation, however further information may be sought from both the delivery partner and young people. A site visit may also be requested.

3. Who can apply

The BFI is inviting applications from suitably experienced providers with the ability/capacity to deliver programmes within the DFE opportunity areas listed. All applications will be assessed in accordance with the criteria outlined in these Guidelines.

To be eligible to submit an application you must:

1. be an existing film and/or education organisation;
2. be an incorporated organisation of more than one person and be able to make available copies of your governance documentation and last asset of accounts, if requested;
3. have an office in the UK;
4. Have the ability to deliver, but not necessarily be based in the DFE listed Opportunity Areas
4. have direct links to film industry experts;
5. have experience and expertise in film education and/or training;
6. have experience and expertise in recruiting and working with participants from a diverse range of backgrounds;
7. have the infrastructure and human resource capacity to host the proposed course;
8. have DBS checked staff and be able to provide documentary evidence for DBS disclosure (DBS checks must have been carried out or renewed within the last two years);
9. have a current child protection policy.

4. The Application

To make an application please complete and submit the following by **the specified deadline**:

1. Online application form available here:
https://www.grantrequest.co.uk/SID_106?SA=SNA&FID=35281
2. Budget for your activity. A budget template is available to download [here](#) and you will need to append it to your application.
3. Schedule for the course that you want us to support. A course schedule template is available [here](#) and you will need to append it to your application.

4.1 Application form

The aim of the application process is to enable us to understand your relevant experience and the plans for delivery of the Film Club. We will need to see demonstration of a good understanding of the expected Aims and Objectives of the BFI Film Club. We will also need to see evidence of:

- A clear scope for the course;
- A course schedule which provides a full overview of all film aspects: practical and theoretical; cultural and commercial and includes all deliverables listed in section 2.1 (to be appended);

- A recruitment strategy which should take into account the diversity targets listed in section 2.2 (to be appended);
- A budget which is viable and demonstrates value for money (to be appended);
- Demonstration of organisational capacity and previous relevant experience required to deliver this course;
- Evidence of safeguarding measures in place.

4.2 Budget

In your application you will be asked to complete a budget template. Please ensure you read the budget guidance on the first tab before completing the budget. In addition to the BFI funding, please indicate if you have any other income sources for the activity and/or in-kind funding (please note it is not a necessary requirement of funding to have additional income).

Please note, if you are registered for VAT, your figures should **not** include VAT that you can claim back. If you are not registered for VAT, or you are registered for VAT but cannot fully recover the VAT you incur on costs, your figures should include irrecoverable VAT. Grants we make are ‘outside the scope’ of VAT and should be listed in your accounts as a grant and not, for example, as a fee for any services supplied to the BFI. You should get financial advice from your own accountant or the relevant tax office. BFI Film Club course providers are not permitted to make a profit from the course.

Please note that due to restrictions on funding, no part of this grant can be allocated to marketing or communication costs. However, recruitment and outreach costs are acceptable, particularly where it enables you to reach a more diverse group of young people.

4.3 Course schedule

Please share with us your full course schedule for delivery of the Film Club using the template provided. Please ensure you refer to section 2.1 when developing your schedule. We can provide a sample course schedule for you to base your plan on, upon request.

5. Assessment

Your application will be assessed against the criteria below. We may use external assessors or consult other agencies, strategic partners and independent specialists as part of this process.

In brief, we will assess the extent to which the application proposes activities and approaches that are fit for purpose, demonstrates sufficient and appropriate experience; and offer value for money are likely to deliver our ambitions for BFI Film Clubs.

5.1 Assessment Criteria

Your application will be assessed against the following criteria:

A. Scope – understanding and alignment of programme Aims

- Does the outline proposal demonstrate a good understanding of the Aims and Objectives of the BFI Film Club?
- Does the application demonstrate strong relationships within the educational and wider cultural sector?
- Does the applicant explain how they will ignite young people's interest, passion and potential careers in the screen industries?
- Is the applicant able to practically deliver in the areas identified?

B. Recruitment strategy – diversity and outreach

- Does the applicant demonstrate a clear recruitment strategy for participants?
- Does the applicant include a proactive approach to ensuring diversity of young people from a range of cultural and social backgrounds?
- Does the applicant describe ways it will reach those with disabilities, with proof of strategies to achieve this through previous projects?
- Does the applicant demonstrate how equality, diversity and accessibility will be addressed when assessing participants' applications?
- Where applicable, has the applicant met its diversity commitments for a BFI Film Club programme (or similar) previously? Is there sufficient evidence that they have recruited a group of young people from diverse backgrounds?

C. Safeguarding and care of participants

- Does the applicant have a safe and reliable premises where they are proposing to run the programme?
- Does the applicant have an up-to-date child protection policy?
- Does the applicant have qualified and relevantly skilled Disclosure and Barring checked staff to deliver the programme and evidence that appropriate compliance procedures are in place eg health and safety policies?
- Has the applicant given examples of working with this age group previously?

D. Budget

- Is the applicant in an adequate financial position to deliver the Film Club?
- Is the budget realistic, and appropriate to the scale and nature of the programme?
- Does the budget include consideration of diversity issues? (E.g. improved physical access to the venue(s), interpreter costs etc.)
- Does the budget offer value for money?

E. Course schedule –evidence of deliverables in course schedule, and Core Educational outcomes

- Does the schedule offer the target of 36 hours of training to each participant between April and November 2020?

- Does the planned programme of activity contribute to delivering the Core Educational Outcomes 1 & 2 (see appendix)?
- Are clubs delivered at accessible times and welcoming venues, to suit young people?
- Are there sessions where participants are given the opportunity to watch films enabling critical understanding and access from a range of film cultures?
- Is there active encouragement of soft skills?
- Is there time for each participant to plan, deliver and review a practical film-based project either individually or as part of a team?
- Does the course include sessions which inform participants of potential progression routes in the screen sector?

F. Experience and management

- Does the applicant show demonstrable proof of having delivered high-quality clubs, film academies or other activities for young people with strong learning, cultural or vocational outcomes previously?
- Is there a plan to manage the scheme from launch to conclusion, including participating in an evaluation?
- Does the organisation have experience of balancing approaches to film culture and education which includes a clear relationship between making, watching and learning, as well as an understanding and appreciation of different cultures and contexts?
- Does the organisation have qualified and relevantly skilled DBS checked staff to deliver the programme and evidence that appropriate compliance procedures are in place eg a child protection policy?

The assessors will score the answer to each question using the table below as a way of scoring each application:

Score = 5	Excellent	is excellent against this criteria with key strengths
Score = 4	Strong	meets the criteria fully
Score = 3	Average	has some strengths and partially meets the criteria
Score = 2	Weak	only meets the criteria in a limited way
Score = 1	Poor	The application does not meet the criteria

5.2 Assessment Process

Once you complete and submit your application form via the online system, we will confirm by email that it has been received.

Applications received after the deadline and/or incomplete applications will not be taken further. **Please do not send in your application by email as it will not be accepted.**

Each eligible application will be assessed by the BFI (which may involve a combination of internal and/or external assessors).

At this stage, we will undertake a detailed assessment of your proposal for the course activity including management, recruitment, delivery plan, safeguarding and the budget.

After the assessment period successful applicants will receive notification of the outcome of their application. Feedback may be given on unsuccessful applications upon request.

6. Offer of funding

If you are successful in your application we will issue a conditional offer of funding (the Funding Agreement). The Funding Agreement will contain, at a minimum, the following terms and conditions:

Use of the award

Any award must be used exclusively for the purpose for which it was requested as set out in your application and accompanying budget. You may use up to £3,500 of the award amount to stage a finale showcase event and to purchase any new capital equipment required to deliver the clubs the latter of which will remain the property of and be returned to the BFI upon completion of delivery of both clubs (for use by BFI at any future clubs).

You will be required to undertake and fully comply with Disclosure and Barring, health and safety and child protection policies in delivering the course.

Course providers will need to notify the BFI of any participants who drop-out of the course and where possible replace the individual with another suitable applicant.

Term

Funding will be offered to run the course between April and November 2020. Please note we may, in agreement, extend the term should there be extenuating circumstances. These must be highlighted in the application.

Monitoring, performance review and evaluation

As part of the award we expect course providers to collect monitoring data on the deliverables. An End of Activity (EOA) report template will be provided to you by the BFI, which will capture this information, and will be due within 4 weeks of completion of course delivery.

In addition to the completed EOA report, you will also need to submit:

1. A cost statement setting out actual expenditure against budget
2. Media release forms for all participants
3. List of project staff, freelancers and volunteers
4. Images, video and/or sound recordings of your activity in formats specified.

The BFI 2022 strategy document outlines a number of measures of success that are intended to show the impact of BFI's work. An evaluation will be carried out and you may be asked share data and other information with the appointed evaluators to demonstrate your contribution to these measures of success.

Payment of the award

The BFI will set out a cash flow schedule for the award. This is likely to be in three instalments as follows:

50% on signature of funding agreement and receipt and approval by BFI of the following documents:

- List of all staff working on the course
- Evidence of Disclosure and Barring (DBS) for all key staff working on the course
- An up-to-date health and safety policy
- An up-to-date Child protection policy
- Completed risk assessment (the BFI will provide this template to successful partners)

40% upon receipt and approval of BFI of:

- Completed list of successfully recruited participants, which should include:
- A finalised course schedule and budget

10% on receipt and approval of:

- End of Activity (EOA) report by BFI and all accompanying documentation (before this payment is made, the EOA report will be reviewed internally and this will take a minimum of two weeks from submission).

Branding

The BFI funding comprises National Lottery and DCMS Youth Accelerator Fund. It is an important condition of BFI funding that the sources of the funding are prominently acknowledged throughout all aspects of the programme including through display of logos and boilerplates (e.g. marketing materials, website) and through agreed verbal and written acknowledgment (e.g. press releases, social media) and that award recipients take frequent opportunities to highlight not just the fact of the funding, but why it is funded, and therefore the good work that's possible through these agencies.

You will be required to comply with all branding guidance issued by BFI (which may be updated from time to time).

BFI Lottery Funding General Conditions

- Recognition of the National Lottery: The BFI distributes 'good cause' National Lottery Funding. We ask all of our partners and award recipients to increase the visibility of the National Lottery by:
 - Promoting and proudly displaying the National Lottery logo; and
 - Warmly and energetically finding ways to get all beneficiaries to spread the word.

It is therefore an important condition of BFI funding that the source of the funding (being the National Lottery) is prominently acknowledged through conspicuous use of the BFI/National Lottery lock up logo and through agreed verbal and written acknowledgement. Also that partners and beneficiaries take frequent opportunities to highlight not just the fact of the funding but why it is funded and therefore the good work that is possible through the National Lottery.

- The information in these guidelines can change. The law and Government regulations on distributing National Lottery funds may also change. The BFI therefore reserves the right to review this programme and/or change its policies, procedures and assessment criteria.
- The application form does not necessarily cover all the information the BFI uses to decide which applications to fund. The BFI can ask applicants for extra information.
- All applications are made at the applicant's own risk. The BFI will not be liable for loss, damage or costs arising directly or indirectly from:
 - the application process;
 - the BFI's decision not to provide an award to an applicant; or
 - dealing with the application.
- The BFI's decision on applications is final.
- The BFI will not pay the award until it has received a fully executed copy of the funding agreement and any conditions precedent to that agreement have been satisfied or waived by the BFI.
- The BFI will publicise information on the number of applications it receives and the awards made. This information will include the name of the successful applicant, award amount, project name and project details.
- The Freedom of Information Act 2000 gives members of the public the right to request certain information held by the BFI. This includes information held in relation to the BFI's Lottery funding programmes to programme. Therefore if you choose to apply to the BFI you should be aware that the information you supply, either in whole or in part, may be disclosed under the Freedom of Information Act.
- Sometimes the BFI's Board of Governors or members of staff may be involved in some way with applicants. This interest has to be declared in applications from such applicants. The relevant Board Governor or staff member will not be involved in assessing the application or the decision to make an award. Applicants are advised not to try to influence the success of their application by approaching a Board Governor or staff member.
- It is important that applicants carefully check the information given in the application form. The BFI's conditions of funding entitle it, amongst other things, to withhold or reclaim an award in the following circumstances:
 - If the application was filled in dishonestly or with incorrect or misleading information about the organisation or the project whether deliberately or accidentally; or
 - If during the term of the agreement the awardee acts dishonestly or negligently to the disadvantage of the project.
- The BFI will follow up cases of suspected fraud and will pass information to the police.
- The BFI requires that any measures taken by applicants to address underrepresentation are fully in compliance with the Equality Act 2010 – see more at equalityhumanrights.com

Complaints and Appeals

The BFI's decision is final. Inevitably, applicants may have to be turned down and will be disappointed by this result. Formal appeals against the final decision will not be considered unless the applicant has good cause to believe that the procedures for processing the applications were not adhered to, or

applied in such a way as to prejudice the outcome of the application. A copy of the BFI's Complaints and Appeals procedure can be downloaded from the website or obtained on request from the BFI's Communications Office.

Appendix A – BFI Film Club Core Educational Outcomes (CEOs)

The BFI Film Clubs will deliver a wide range of CEOs. It is expected that the skills and knowledge acquired through such activities will aid participants' progression into the film and media industries.

Applicants should address these core educational outcomes when developing their course. Activity should include all core educational outcomes from CEO 1 and **one or more** from CEO 2. Please clearly explain in your application how you will achieve these outcomes.

CORE EDUCATIONAL OUTCOMES 1 (CEO 1)	
Knowledge & understanding	
Understanding of film as an art form	<ul style="list-style-type: none"> • Receive a rounded educational and cultural experience of film and filmmaking • Develop basic critiquing skills through watching and discussing a range of British and world cinema • Gain understanding of story structure • Greater appreciation of and desire to see British films
Understanding the film industry, options for career and further education progression.	<ul style="list-style-type: none"> • Gain an initial understanding of the wide range of the key roles in the film industry and wider sector. • Gain some knowledge of opportunities for advancement in this sector across employment, FE/HE and vocational training.
Soft skills	
Gain or improve soft skills, communication skills (including non-verbal)	<ul style="list-style-type: none"> • Be able to negotiate, communicate, and work in a team through direct practical application of filmmaking e.g.: as part of production team, role of producer, director etc.
Attitudes & behaviours	

Improve or enhance motivation and engagement, empathy, confidence, motivation at home and at school

- Strengthen identity and voice. Feel a sense of achievement.

Enjoyment & aspiration

- Participants are engaged, captivated and enjoy the experience of film.

CORE EDUCATIONAL OUTCOMES 2 (CEO 2)

Skills

Gain and improve technical skills, critical faculties, and collaboration and team work

Please note that applicants can choose to have one or more of these activity areas.

- Gain understanding and practical experience of the physical production of film
- Learn basic camera/lighting/sound skills on up to date equipment
- Gain practical experience of editing software, e.g.: final cut pro
- Produce a short film, as part of a team
- Develop a script or treatment that follows some film production formatting

Participants should have the opportunity to present and showcase work produced to a wider audience

Appendix B – End of Activity report template

This template can be downloaded [here](#).