



# FILM FUND GUIDELINES

Making an application to the BFI Production Fund for

## **COMPLETION FUNDING**

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# INTRODUCTION

Thank you for your interest in completion funding from the BFI Production Fund and welcome to our guidelines. Please read them carefully before applying as they include important information, as well as useful links to other programmes that may be of interest to you.

We invest National Lottery funds in original filmmaking from adventurous storytellers, with a focus on projects which respond to our core objectives which are to support:

- The early careers of ambitious filmmakers.
- Work with cultural relevance or progressive ideas.
- Filmmaking that takes risks on talent, form and content, where the more commercial sector cannot.
- Work that recognises the quality of difference – in perspective, in talent, in recruitment.
- An increase in the number of active projects and filmmakers outside London & the South East of England.

We believe that in order to have a healthy, resilient and world-class film industry we need to invest in, develop and present the best talent we have in the UK. This means that diversity sits at the heart of our decision-making. We recognise the ability of diversity to raise the bar and set the standard, and one of our funding priorities is to support projects that seek to increase the diversity of the UK's screen industries.

We have developed the [BFI Diversity Standards](#) to gauge the ability of projects to contribute to these aims. We ask applicants to embrace these Standards and explore the implications and opportunities of working with a more diverse workforce, not just for productions but for audiences and the industry as a whole.

**Our completion funding, covered by these guidelines, is intended for projects that are unlikely to be fully commercially financed and would therefore benefit from National Lottery support. The funding supports the costs of finishing a project prior to its first festival screening. It enables filmmakers to overcome final post-production hurdles and achieve their full vision for the project, giving them the best chance of a successful launch. We only consider applications from projects that have been invited to launch at a major international film festival, and that can provide evidence of this in their application. The list of qualifying festivals is at Appendix A and covers all of the major international festivals where there is significant international buyer attendance and which are of particular strategic importance to the BFI2022 International Strategy.**

We cannot use our funding to cover costs already incurred, so we encourage you to begin the application process as soon as you receive notice that an invitation is forthcoming.

As part of that initial application we will need:

- evidence of your project's invitation to a festival;
- a finance plan for 100% of the budgeted cost of the production;
- copies of all existing production funding agreements (including any interparty agreements), confirmation of how much has been funded and spent to date, and the agreed financier recoupment schedule and/or collection agreement for the project;
- the underlying chain of title<sup>1</sup>; and
- evidence of insurance (including errors and omissions insurance, if available) for the production.

<sup>1</sup> **The underlying chain of title** means those documents which evidence your right to make and exploit the film (customarily this includes the option and/or writer agreement(s), any assignments and/or exclusive licences of rights relating to the screenplay and/or other development work relating to the project, the director agreement and the producer agreements).

Providing all this information will allow us to process the Award at greater speed if your application is successful. For more information on this process please see the [timeline](#) of assessment further on in these guidelines.

All information provided is treated in confidence.

If your project is a documentary, please visit the BFI website's [Funding for Documentaries](#) page.

Film distributors looking for support for the UK release of a film should consider applying to the [BFI Audience Fund](#).

Sales agents looking for support for promoting a film at a festival should consider applying to the [BFI Film Export Fund](#).

# CAN I APPLY?

Completion funding from the BFI Production Fund is intended for live action and animated fiction projects including work in emerging media. We are unable to provide funding for filmed productions such as a theatre show, filmed sporting or music event, artist installation work, or material intended primarily for broadcast television. However, you may be eligible for funding from The Arts Council so should check their guidelines for [England](#), [Northern Ireland](#), [Scotland](#) and [Wales](#).

We can only consider your completion funding application if your project has been invited to launch at a major international film festival and needs additional funding in order to complete the project prior to the festival screening. As festival selectors are used to looking at projects in an incomplete state, such as those with temporary mix and grade, we do not offer completion funding in order to prepare a project for festival submission, only once it has been accepted. A list of qualifying international film festivals can be found at Appendix A.

In order to apply for completion funding, your team needs to include a director and a writer (who can be the same person) and at least one dedicated producer who is neither the director nor the writer. Applications must be made by the lead producer on the project. We ask that the producer be a different person to the director/writer so that there is a dedicated person to drive the project forward, ensuring that its overall creative vision is realised and a valuable additional perspective is provided.

Production Fund awards (including those for completion) are recoupable by the BFI. Subject to conditions, some of the recouped funds may be held in a BFI Locked Box for the benefit of the filmmakers (producer, writer and director) to use for future filmmaking activities. The purpose of the BFI Locked Box is to reward success, ensure revenue from successful BFI backed projects is invested directly back into the British screen industries, and reduce reliance on National Lottery funds.

If you have a BFI Locked Box which is accumulating funds from other BFI funded projects, you should tell us this in your application. If you have, or are likely to have, more than £20,000 accrued in a BFI Locked Box at the point of financial closing of your new project, we will require you to invest all sums over £20,000 in the project ahead of additional funding from the BFI. Please read our BFI Locked Box fact sheet for further details.

To be eligible to apply for completion funding from the BFI Production Fund, you must be able to tick all of the following statements before submitting an application for funding.

**MY PROJECT IS A 'SINGLE PROJECT' WORK OF FICTION IN LIVE ACTION OR ANIMATION WHICH WILL BE AT LEAST 60 MINUTES IN LENGTH**

**OR**

**MY PROJECT IS A 'SINGLE PROJECT' WORK OF FICTION IN AN EMERGING MEDIA.**

**MY PROJECT HAS BEEN INVITED TO LAUNCH AT A QUALIFYING INTERNATIONAL FILM FESTIVAL (AS DETAILED IN APPENDIX A OF THESE GUIDELINES) AND NEEDS ADDITIONAL FUNDING TO BE COMPLETED PRIOR TO THIS FESTIVAL SCREENING.**

**MY TEAM (PRODUCER, WRITER AND DIRECTOR) ARE ALL 18 YEARS OF AGE OR OVER.**

**MY APPLICATION IS BEING MADE BY OR THROUGH A COMPANY<sup>2</sup> REGISTERED AND CENTRALLY MANAGED IN THE UK OR ANOTHER STATE OF THE EUROPEAN UNION OR EUROPEAN ECONOMIC AREA.**

**MY PROJECT IS CAPABLE OF OBTAINING A BBFC CERTIFICATE WHICH IS NO MORE RESTRICTIVE THAN BBFC '18'.**

**MY PROJECT IS CAPABLE OF BEING CERTIFIED AS BRITISH THROUGH:**

**I. THE CULTURAL TEST<sup>3</sup>;**

**II. ONE OF THE UK'S OFFICIAL BILATERAL CO-PRODUCTION TREATIES; OR**

**III. THE EUROPEAN CONVENTION ON CO-PRODUCTION**

**I HAVE CONSIDERED HOW MY PROJECT WILL MEET THE BFI DIVERSITY STANDARDS.**

**IF I HAVE MORE THAN £20,000 IN MY BFI LOCKED BOX, I WILL USE THE AMOUNT OVER £20,000 AS MY OWN FINANCIAL CONTRIBUTION TO THIS PROJECT AND REDUCE THE AMOUNT REQUESTED FROM THE BFI COMMENSURATELY.**

**I AM ABLE TO PROVIDE THE FINANCE PLAN, CHAIN OF TITLE AND EVIDENCE OF INSURANCE FOR MY PROJECT AT APPLICATION STAGE.**

<sup>2</sup> The BFI is not able to offer advice on setting up a company, but advice can be found at [Companies House](https://www.companieshouse.gov.uk/).

<sup>3</sup> A summary of how points for the Cultural Test(s) are allocated and full guidance on British certification can be found on the BFI website at: [bfi.org.uk/film-industry/british-certification-tax-relief](https://www.bfi.org.uk/film-industry/british-certification-tax-relief). Please note that your own assessment of your project as being capable of qualifying for certification does not mean that it will necessarily pass.

You will also need to include the following in your application:

- Evidence that your company has the necessary rights in the screenplay and any other development work relating to the project, together with copies of the director agreement and the producer agreements.
- A finance plan (which matches the production budget), copies of all existing funding agreements (including any interparty agreements), confirmation of how much has been funded and spent to date, and a copy of the agreed financier recoupment schedule and/or collection agreement relating to the project.
- Evidence of production and, if available, E&O insurance.

If your project is eligible, providing all of the above will ensure that our Production Finance and Business Affairs teams will have the basis of what they need to assess the project from a financial and legal perspective and enable an award application to be assessed, and potentially approved and processed, as quickly and efficiently as possible.

If you have read these guidelines thoroughly and are still unsure if you are eligible to apply, please email us at [productioncoordinator@bfi.org.uk](mailto:productioncoordinator@bfi.org.uk) or call the Film Fund on 020 7173 3232.

# WHAT CAN I APPLY FOR?

As part of your application you will need to state the total budget for your project and the amount you are requesting from the BFI. We do not have a minimum budget level (a 'budget floor') for the project itself or the amount you are requesting for its completion. We encourage you to be economical with your budget while ensuring that your project is produced in accordance with all applicable UK laws, including in relation to minimum cast and crew payments.

**We cannot use this funding to retrospectively cover costs or for payment of deferred fees. The funds you apply for must be additional costs needed to help complete the project.**

Your application to the BFI for completion funding can request the full amount required in order to complete the project. However, you must have a demonstrable need for the funding and in order to support an application, we have to be satisfied that the project's existing financial partners are not able to meet the costs of completion. If you have a sales or distribution company attached to the project who is *also* an early financial investor in the project, we would expect the completion of the project to be covered by them; in this instance an application for your project is therefore unlikely to be prioritised.

If your application is successful, we will ask you to make provision in your production budget for specified BFI delivery materials, including our standard disability access materials, a detailed list of which will be provided to you.

## SPECULATIVE SUBMISSIONS

As a National Lottery Fund we can only consider funding projects that have been submitted to us through the formal National Lottery application process. This means that we cannot accept, or read, informal submissions such as scripts or application materials submitted by any means other than the online application portal.

# HOW DO I MAKE AN APPLICATION?

**Applications can be made at any time, and further details on the timeline of assessment can be found later in these guidelines. To apply for funding you will need to complete an application form [online](#).**

When first using the online application tool you will need to create an account: this allows your applications to be saved and reviewed before submission. Once the account is set up, future applications will be pre-populated with your contact details. You will be able to access all your past online applications and in-progress applications at any point by logging into [your account](#).

If you need additional support using the application form please contact us on [productioncoordinator@bfi.org.uk](mailto:productioncoordinator@bfi.org.uk).

## CONTENTS OF THE APPLICATION

The application form consists of a series of questions regarding your company, team and the project itself. Please include a link to your project and feel free to include a weblink to any other visual materials, e.g. artwork, images, shorts, etc.

Please remember that we will be reviewing a considerable number of applications and have to turn down many more projects for funding than we are able to support, so it is important to make an impact with your application.

Your application should cover both your creative and strategic ideas for the project. You will be asked to detail in, or attach to, your application:

- The synopsis, story, and themes.
- Biographies and key examples of the writer and director's previous work which are most relevant to your project.
- An outline that details the stage your project is at, and the post-production schedule to delivery. Please include festival delivery deadlines if known.

- The finance plan for your project, which should include the identity of your actual and any potential financial partners and all expenditure to date.
- The budget that you anticipate will be required to complete the project (this should be 100% costs of the final production, including the costs which would be met by any BFI funding).
- Any unusual or challenging technical or budgetary requirements that you foresee.
- Your strategy for securing sales and distribution.
- The ambitions for the project and details of the benefits that the festival platform will bring to the production and your team.
- How the festival platform will add to your festival and sales strategy.

You **must include a calculation of the estimated amount of the relevant UK creative industry tax credit for the project with respect to the qualifying total budgeted production costs.** This should be broken down in two parts to show:

- the amount of the estimated UK tax credit in respect of expenditure already incurred; and
- the amount of the estimated UK tax credit for future spend as a result of the additional costs to completion of the project in a form that can be screened at the applicable festival.

## BFI DIVERSITY STANDARDS FORM

As part of your application, we ask you to complete a BFI Diversity Standards form. You should use this form to describe your plans and intentions for diversity in your project, responding to the BFI's Diversity Standards. This means detailing how your project addresses industry under-representation in relation to disability, gender, race, age, sexual orientation and socio-economic status.

If your team or organisation has a long-standing commitment to diversity, enabling you to meet the BFI Diversity Standards by continuing your current practice, your application should outline how you will build on past achievements and show leadership to the wider industry.

Successful applicants will be required to submit an **Equality Monitoring Report** before final credit sign off. This will request information on the contributors to your project and will be used to measure success against the BFI Diversity Standards. Projects achieving a high level of good practice will be able to display the Screen Diversity mark of good practice in the end credits to advertise to the industry and audiences the contribution that their project has made to sector diversity.

Please note that the information provided by applicants within both their Diversity Standards forms and Equality Monitoring forms will be anonymised and used to help inform future funding decisions, research and strategy.

## ENVIRONMENTAL SUSTAINABILITY

We want to ensure that teams have the tools they need to understand the impact of their production on the environment, including the carbon emissions generated and the project's contribution to climate change. BAFTA's albert project introduces greener ways of working for productions, enabling teams to measure their efforts in mitigating their environmental impact.

Productions should follow these core principles:

- Seek to reduce the negative environmental impact of production wherever possible.
- Share and embed sustainable values and behaviour with cast, crew and their supply chain.
- Promote sustainable production to colleagues within the production and across the wider industry.

[BAFTA albert online Resources](#) and [Top Tips for All](#) can guide teams in following the principles. You can use them to identify, for your remaining stages of post-production, the steps you will take to reduce environmental impact, and how you will put them into practice.

All productions in receipt of completion funding from the BFI Production Fund are **required to complete a BAFTA albert carbon calculator report once post-production is complete**. This needs to be submitted to us as part of the BFI delivery materials. Visit [wearealbert.org/production-handbook/production-tools/](https://wearealbert.org/production-handbook/production-tools/) to set up an account. You can then login to the calculator itself at: [calc.wearealbert.org/uk/](https://calc.wearealbert.org/uk/).

BAFTA albert also provides free carbon literacy training to enable you to understand climate change, the environmental impacts of production, how to calculate the carbon footprint of your production, and identify what actions can be taken. We encourage at least one person from your team to attend the training. Please check here for upcoming training dates: [wearealbert.org/about/free-training/](https://wearealbert.org/about/free-training/).

## **SUPPORTING MATERIALS**

We ask you to submit relevant supporting materials (e.g. finance plan, underlying chain of title, evidence of insurance, visual materials) at application stage. We may decide not to review all of these before making a decision. If we decline your application, all supporting materials will be deleted from your submitted application in line with our record retention policy.

# WHAT HAPPENS TO MY APPLICATION?

Once you have submitted your application, the BFI will confirm by email that it has been received and a unique reference number will be assigned to the application. You should receive this acknowledgment within two weeks of submission.

## A. ELIGIBILITY CHECK

We will check that your application is eligible for funding using the criteria identified in the 'Can I apply' section. Incomplete applications will be considered ineligible, so please ensure that you complete all sections on the application form with the information requested.

If your application is ineligible, we will send you an email to inform you that your application will not be progressing further. We do not normally allow applicants to resubmit, but we may at this stage allow you to rectify an error on your application if this is the sole reason that it is ineligible.

Incomplete applications will be considered ineligible and rejected, so please make sure you complete all sections on the application form with the information requested.

If your application is eligible, it will progress automatically to the assessment stage.

## B. ASSESSMENT

If your project is eligible, we will assess your application against some or all of the following criteria:

- The creative merits of the project.
- Does the application satisfy our core objectives for the fund? Does the application meet the BFI Diversity Standards?
- Does the application make a compelling argument for National Lottery support?
- Would the project be a distinctive addition to a balanced slate of projects supported by the BFI?
- The feasibility of your production and financial strategy to complete the project within the required timescale.

- Potential routes to market for the project, including its UK distribution and international sales potential.
- Whether sufficient documentation has been provided to enable us to assess the project from a financial and legal perspective so that any potential award may be approved and processed as quickly and efficiently as possible.
- The assessment process will also take into account how you have managed any previous BFI funding you have received.

Please note that we are unlikely to prioritise filmmakers whose country of residence does not currently have a co-production agreement in place with the UK (including these countries covered by the European Convention on Cinematographic Co-production).

Following assessment, we will send you an email to tell you that:

- we have reviewed your application and are not considering it further and that your application is now closed; or
- we intend to take your application forward for completion funding.

The **timeline** for this decision is as follows:

STAGE	TIMELINE
Decision to progress or decline your application	Within 8 weeks of initial acknowledgment

A discussion with our Production, Business Affairs and Production Finance departments will take place before we are able to formally commit to the project and submit it for approval through the Lottery Finance Committee. This will involve the BFI reviewing and approving each of the following:

- A finance plan that matches the production budget.
- A Financier Recoupment schedule which has been agreed with all third party financiers.
- The sales agent (if on board), their sales estimates and their commercial terms.
- UK distributor (if on board) and commercial terms.

Owing to the amount of time and resources required to process and agree documents with third party financiers ahead of funding, if we are unable to present a project to the BFI Lottery Finance Committee within a reasonable timescale before the first public screening of the production, we may be unable to fund your project.

## **C. LOTTERY FINANCE COMMITTEE**

Once the above elements are agreed, funding recommendations are then made to the BFI Lottery Finance Committee for approval.

Successful and unsuccessful applicants will be informed in writing of our decisions as soon as possible. Our decision on whether we wish to support your project is final.

# FEEDBACK

We aim to make the application process as transparent as possible, but as a result of the volume of applications we receive, we do not have the resources to provide feedback on projects where we are not requesting further material or a meeting.

If we have met with you to discuss your project and then declined it, we will try to provide some feedback, if requested, and if we have some constructive advice to offer beyond the meeting.

We are only able to support a very small percentage of the applications we receive, so have to say 'no' far more often than we are able to say 'yes'.

Applications may be declined for a number of reasons. For example:

- The project was not eligible for funding.
- We felt it did not align with our core objectives for this funding.
- We felt the material was too ambitious for the budget.
- We felt the material was too familiar or derivative.
- We felt that the filmmakers didn't yet have sufficient experience.
- We didn't feel that the project 'needed' National Lottery support, i.e. it should be financeable by other means.
- There was insufficient engagement with the BFI Diversity Standards.

We welcome constructive feedback from you on our application process, so we can continue to improve.

# RESUBMISSION

No resubmissions can be made to the Film Fund for completion funding applications that it declines.

# SUCCESSFUL APPLICATIONS

If your application is successful, you will be made an **offer of funding**.

You will be required to enter into an agreement with the BFI that sets out the terms and conditions of our funding. These conditions will include the following:

- 1** The BFI will pay the funding to a limited company registered by you in the UK (either as a company incorporated in the UK or incorporated in the European Union or European Economic Area and registered as a branch in the UK).
- 2** The BFI Funding will be recoupable by the BFI.
- 3** The BFI Locked Box initiative will apply to the BFI's production funding. This is a 25% share of the BFI's recouped investment in the production until the BFI has recouped 50% of its total investment, rising to 50% of the BFI's recouped investment until the BFI has recouped 100% of its investment. This corridor of revenues is payable into a Locked Box bank account held by the BFI for the benefit of the UK production company, writer and director of the project who may draw-down those funds and spend them on development or production of film projects, or on staff skills training, subject to certain conditions.

- 4** The BFI supports the UK production company being entitled to recoup an amount equal to the UK Tax Credit advance included in the final finance plan for the production (subject to a cap of the actual amount of the UK Tax Credit proceeds, if lower). This is known as the UK Tax Credit Entitlement, and it will only be available to the UK production company if the other recouping financiers of the production agree. If available, the UK Tax Credit Entitlement will be payable, either alongside or (if required by the other recouping financiers of the production) after the BFI's recoupment of its production funding, into the Locked Box for the sole benefit of the UK production company, who may draw-down those funds for future development or production activity, or on staff skills training, subject to conditions.

Further information on the BFI's locked-box initiative is available on the [Locked Box](#) page of the BFI website.

- 5** The BFI will require a proportionate share of financier net profits.
- 6** You may be required to include the BFI/National Lottery animated logo and presentation credit at the start of the production and certain closing credits

and logos at the end of the production.

- 7** You will be required to assign a share of all rights (including copyright) in the finished production to the BFI which the BFI shall hold in perpetuity and license back to you to make and exploit the production.
- 8** You should allow sufficient funds in your budget to clear worldwide rights in all media in perpetuity from all individuals or organisations who are contributing to, or whose material is to be featured in, the production.
- 9** The BFI may elect to take a security interest over the company producing the project and any co-producer, but this is unlikely to be necessary unless other financiers have taken or intend to take a security interest.
- 10** The BFI may withdraw any offer of funding if it has reasonable concerns relating to the terms of any third party finance.
- 11** You will be required to provide a contribution to the Skills Investment Fund (SIF) of 0.5% of the BFI award (subject to the SIF cap).
- 12** You will be expected to put in place all customary production insurances (including errors and omissions insurance) on which the BFI must be named as an additional insured.
- 13** You will be required to provide certain delivery materials to the BFI, the costs of which must be included in the budget of the production.
- 14** All revenues for the production must be collected by an independent collection agent, and the sales agent will be required to direct all distributors of the production to make minimum guarantees and overages in respect of the production to the collection account.
- 15** The BFI will require certain approvals over your production including in relation to the terms of other finance, the identity and terms of appointment of the sales agent and all distributors, and all documentation prepared in relation to the production.
- 16** You will need to establish clear title to your project i.e. demonstrate you have or can acquire all the rights necessary to produce and exploit the production.
- 17** The BFI will not normally agree to contribute funding to a production budget which includes interest, premium or overhead fees charged by other financiers or investors, other than bank interest where gap financing is in place or where sales are being discounted or where premiums are being charged by private equity investors.
- 18** The BFI is keen to ensure that you receive your full entitlement to a reasonable producer fee and production company overhead from within the production budget and does not encourage deferral of any such amounts.
- 19** If you deliver your production within

budget the BFI will support you in being able to receive up to 50% of any production underspend after payment to any UK Tax Credit funder of an amount equal to the reduction in the UK Tax Credit as a result of the underspend.

- 20** You will be required to ensure that your production is produced in accordance with the requirements of all unions and guilds having jurisdiction and with all applicable laws and statutes.
- 21** You will be required to ensure that any agreement for the distribution of your production in the UK provides for the availability of soft-subtitling and audio-description materials in cinemas and on any video-on-demand, DVD or Blu-ray disc release of the film.
- 22** The BFI will not commence cashflow until it is satisfied that you have complied with certain conditions as set out in the agreement.
- 23** The BFI will hold back 5% of its funding (capped at £50,000) until delivery to the BFI of specified delivery materials, including disability access materials (and a letter from the UK distributor or Sales agent confirming receipt of the same), an Equality Monitoring Report (which helps us to measure against the BFI Diversity Standards form that you submitted), a BAFTA albert carbon calculator report and a final audited cost report certified by an independent auditor.
- 24** The BFI funding must be paid into

a separate dedicated production account.

- 25** During completion of your production the BFI will want access to information about the production and to be able to attend any stages of production.
- 26** The BFI will have access to the final cut of the production (alongside other financiers as is customary).
- 27** You will be required to comply with certain requests in relation to interns or trainees. You may be expected, if asked and where feasible and within reason, to participate in any apprenticeship schemes run by the Film Fund, during production or at some point in the future.
- 28** You may also be asked to provide access to the production, or the completed project, for other BFI activities such as film education or fundraising screenings and/or from time to time to make yourself, the writer and/or director of your production available (subject to professional commitments) to provide industry training or mentoring if the BFI reasonably requests.
- 29** You will be required to deliver against the undertakings made by you in relation to the BFI Diversity Standards. Failure to deliver against those undertakings without good cause may affect your ability to receive future project funding from the BFI.
- 30** The finance agreement will include standard termination provisions.

# BFI NATIONAL LOTTERY FUNDING GENERAL CONDITIONS

- 1** 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 funding scheme and/or change its policies, procedures and assessment criteria.
- 2** 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.
- 3** 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.
- 4** Please check your application form carefully. The BFI will not process applications which are incomplete or which do not comply with these guidelines.
- 5** The BFI's decisions on applications are final.
- 6** The BFI will not pay any funding 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.
- 7** 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.
- 8** 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 applications to the BFI's Lottery funding programmes or schemes. 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.

**9** Sometimes the BFI's 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 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 Governor or staff member.

**10** It is important that applicants carefully check the information given in the application form. The BFI standard terms and conditions entitle it 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; and
- if the award recipient 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.

**11** 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](http://equalityhumanrights.com).

## **12 Complaints and Appeals:**

The BFI's decision is final. Inevitably applications will be turned down and applicants may 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 application 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 obtained on request from the BFI's Communications Office.

## **13 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.

# APPENDIX A: QUALIFYING FILM FESTIVALS

In order to apply for completion funding from the BFI Production Fund, your project needs to have been accepted at one of the following international film festivals:

**ANNECY INTERNATIONAL  
ANIMATED FILM FESTIVAL**

**BERLIN INTERNATIONAL  
FILM FESTIVAL**

**BUSAN INTERNATIONAL  
FILM FESTIVAL**

**CANNES FILM FESTIVAL**

**EDINBURGH INTERNATIONAL  
FILM FESTIVAL**

**FANTASTIC FEST**

**HONG KONG INTERNATIONAL  
FILM FESTIVAL**

**KARLOVY VARY INTERNATIONAL  
FILM FESTIVAL**

**LOCARNO FILM FESTIVAL**

**BFI LONDON FILM FESTIVAL**

**ROME FILM FESTIVAL**

**ROTTERDAM INTERNATIONAL  
FILM FESTIVAL**

**SAN SEBASTIAN FILM FESTIVAL**

**SITGES INTERNATIONAL  
FILM FESTIVAL**

**SUNDANCE FILM FESTIVAL**

**SXSW FILM FESTIVAL**

**TELLURIDE FILM FESTIVAL**

**TOKYO FILM FESTIVAL**

**TORONTO INTERNATIONAL  
FILM FESTIVAL**

**TRIBECA FILM FESTIVAL**

**VENICE FILM FESTIVAL**