* Please complete this form and send to andrew@filmhubnorth.org.uk.
* 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: [bit.ly/AccessSupportFund](file:///Users/phil/Downloads/bit.ly/AccessSupportFund).
* Make sure to read the Propeller Fund guidelines before applying. We advise you refer to the assessment criteria or assessment form while answering the following questions as these will help you understand what information we are looking for.

|  |  |
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| **ORGANISATION NAME** |  |
| **LEAD CONTACT NAME** |  |
| **EMAIL** |  |
| **PHONE NUMBER** |  |

|  |  |
| --- | --- |
| **NAME OF PROJECT** |  |
| **GRANT AMOUNT REQUESTED***Between £250 - £1,500* |  |
| **ACTIVITY DATES** |  |
| **VENUE/PLATFORM(S)** |  |

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| 1. **KEY PERFORMANCE INDICATORS**
 |
| **PROJECTED IN-VENUE AUDIENCE** |  |
| **PROJECTED ONLINE AUDIENCE** |  |
| **NUMBER OF SCREENINGS** |  |

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| 1. **ABOUT YOUR ORGANISATION**

*Tell us about your organisation and team. Do you have experience of running programmes similar to this proposal? Will you be working with any partner organisations to support project delivery? (up to 300 words)* |
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| 1. **ABOUT YOUR PROJECT**

*Tell us about your planned activity. You should include as complete a film/event programme as possible, as well as information about venues, event formats and any additional audience development work you are planning. (up to 300 words)* |
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| 1. **YOUR PROJECT MOTIVATIONS**

*Tell us why your project is important. What will it offer local film audiences? You may wish to refer to the fund focus areas outlined in the guidelines. (up to 300 words)* |
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| 1. **YOUR BUDGET**

*Provide a brief budget showing how you will use the requested Hub grant – a basic template is provided below. Please ensure that your total income and expenditure figures match. Note that we are not able to cover 100% of project costs.* |
| *Example Budget:*INCOMEBox office takings - £750Propeller Fund grant - £1,500Volunteer time (in-kind) - £250Marketing time (in-kind) - £250**Total income - £2,750**EXPENDITUREFilm licences - £500Venue hire - £700Project management - £500Guest speaker fees - £300Design & advertising - £250Volunteer time (in-kind) - £250Marketing time (in-kind) - £250**Total Expenditure - £2,750** |

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| 1. **BFI DIVERSITY STANDARDS**

*Tell us how your activity responds to the* [*BFI Diversity Standards*](https://www.bfi.org.uk/inclusion-film-industry/bfi-diversity-standards)*. You should provide information on each relevant Standard, these are: - A. On screen representation; - B. Project team; - C. Industry access; - D. Audience development. The funding guidelines provide examples of the sort of information you should share. (up to 300 words)*  |
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| 1. **YOUR FUTURE PLANS**

*Tell us about your longer-term plans to continue developing film audiences in the North. (up to 300 words)* |
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**SAFEGUARDING**

If your project involves working with children, young people or vulnerable adults, please confirm that you have, or intend to put in place, a safeguarding policy for your organisation:

[ ]  Yes [ ]  No

**BULLYING, HARASSMENT AND RACISM**

Please read the BFI’s bullying, harassment and racism guidelines and circulate them among your organisation.

Please confirm that you have, or intend to put in place, an anti-bullying, harassment and racism policy for your organisation:

[ ]  Yes [ ]  No

**COVID-19 SAFETY**

All activity must adhere to sector guidance, which can be found here: UK Cinema Association, [Cinemas – keeping workers and customers safe during Covid-19](https://www.cinemauk.org.uk/coronavirus-covid-19/guidance-for-cinemas/).

Please confirm your organisation has read the guidelines and has a Covid-19 risk assessment in place:

[ ]  Yes [ ]  No

**CHECKLIST**

Please send us the following documents to complete your application:

**[ ]** Completed Proposal Form

[ ]  Equal opportunities monitoring form

**DATA PROTECTION**

Please note that the information you supply will be held in computer files. It may be used to prepare statistics and summary data. We may also be obliged to share information under the Freedom of Information Act.

**APPLICANT CONFIRMATION**

*I confirm that all of the information provided on this form and in any material submitted in support of it is truthful and accurate. I agree that this information can be stored by Film Hub North and used for statistical and monitoring purposes.*

**E-SIGNATURE:**

**DATE:**

Please return completed forms to: andrew@filmhubnorth.org.uk.