

BURSARY FUND

Funding Guidelines – updated September 2021



INTRODUCTION

Getting you where you need to be

The Bursary Fund helps individuals working or volunteering in film exhibition to access training and professional development opportunities. Bursary grants will support recipients to improve their skills, boost their confidence and contribute to a vibrant, inclusive film culture in the region.

Funding can be used to address a range of training needs that your organisation's existing budgets may not be able to cover.

If there is a festival with a valuable industry strand that you want to attend, a training course that addresses skills gaps in your team, or a screening event that will help broaden your programme - bursaries are available to make these opportunities more accessible.

Support of up to £500 is available, per organisation per annum. Funding can support both in-person and virtual development opportunities.

At a glance

Up to £500 per organisation, per annum

Supporting **in-person & online training**

Rolling fund, **apply at any time**

Submit at least **2 weeks in advance**

Our focus areas

The Bursary Fund will support training or development opportunities that provide recipients with the skills, knowledge and experience they need to contribute to a vibrant, inclusive film culture in the North.

After completing the training or development opportunity, funded organisations should be better equipped to grow audiences for British, international and independent film in the region.

Training or development opportunities that clearly align with one or more of Film Hub North's key focus areas will be given priority. These are:

- **Developing young audiences**, aged between 16-30
- **Promoting inclusivity** on-screen, in the workforce and among audiences
- **Showcasing screen heritage** material from the UK's public archives.

Other considerations to bear in mind when applying to the Bursary Fund are: Environmental Sustainability and the BFI Diversity Standards.

Environmental Sustainability

Applications to access UK-based or virtual development opportunities will be prioritised in the first instance. We encourage all Bursary recipients to choose low carbon or active travel options where possible.

The Bursary Fund may subsidise international travel and training - however, these applications are likely to involve greater financial and environmental costs, and will be assessed accordingly.

BFI Diversity Standards

The BFI Diversity Standards are a set of principles which inform the Hub's work and the activity we fund. The Standards focus on under-representation in the screen industries in relation to the protected characteristics defined in the Equality Act 2010, as well as geographical location, socio-economic background and caring responsibilities.

All Bursary Fund proposals will be asked to respond to the Standards, demonstrating how/if the proposed training opportunity will help their organisation to address under-representation among audiences, on screen and in the workforce.

Requests do not need to meet every Standard or criteria, but we encourage applicants to engage with the Standards as fully as possible.

When responding to the Standards, applicants may wish to consider the following questions:

- Will the training/development opportunity help my organisation to **engage under-represented audiences**, including improving access for disabled audiences?
- Will the training/development opportunity help my organisation to screen films with **diverse narratives, casts, crew and places depicted**?
- Will the training/development opportunity benefit a junior team member or a team member from a group currently **under-represented in the workforce**?

The Film Hub North team are available to help applicants interpret the Standards, please get in touch to discuss this.

Who can apply?

You must be a member of our exhibitor network in order to access Film Hub North funding opportunities. To become a member, fill in [our application form](#).

Paid staff and volunteers from member organisations can apply to the Bursary Fund.

Where appropriate and representing value for money, Bursaries may support more than one team member from a single organisation to access a development opportunity.

How much can I apply for?

Hub member organisations can apply for **a maximum of £500 within a financial year**.

We can support up to 100% of eligible costs.

To ensure that our funds are awarded fairly across a range of different organisations, we may request that organisations with larger staff development budgets contribute to a proportion of costs where possible.

When is the deadline?

This is a rolling funding opportunity - there's no set deadline and applications can be made at any time.

Applicants should, however, submit requests **at least 2 weeks before the event** or training in question takes place.

We strongly advise that applicants do not purchase any tickets, accommodation or services associated with their funding request until after their proposal has been assessed. In the event of a proposal being unsuccessful, applicants will be liable for these costs.

We are unable to accept retrospective applications submitted to cover costs for training or development opportunities that have already taken place.

USE OF SUPPORT

What we can help with

Eligible expenses

Funding can cover the costs associated with a variety of training and development opportunities. Example eligible expenses include:

- Standard class rail, bus and air travel
- Petrol costs at 45p per mile
- Fees for training programmes and event tickets
- Accommodation costs

All costs must be confirmed with original receipts.

This list is not exhaustive and other items may be considered eligible.

Ineligible expenses

Some costs that we can't support through the Bursary Fund include:

- Alcohol
- Food & drink costs
- First class travel
- Staffing cover for your organisation
- Training or development opportunities primarily aimed at filmmakers

This list is not exhaustive and other items may be considered ineligible.

Application documents

To apply for funds, please complete and submit the documents listed below.

The Request Form will give you the chance to briefly outline the funding you require, and tell us about your chosen development opportunity and how taking part will benefit your organisation.

- [Request Form \[.docx\]](#)
- [Equality Monitoring Form \[.docx\]](#)

Submitting your application

Completed application documents should be submitted via email to our Finance and Data Coordinator, Andrew Beadling: andrew@filmhubnorth.org.uk.

We aim to provide feedback on your request within 5 working days of submission.

If you have access requirements that mean you need assistance when applying for funds, you may be able to request financial support through the [BFI Access Support Scheme](#).

If you have any questions about the fund or the application process, or would like to discuss submitting an application in a different way, please get in touch.

Assessment criteria

Your application will be assessed by the Film Hub North team. External assessors may also be brought in to review your request.

The panel will consider the following assessment criteria:

- **Fund objectives:** Will the training or development opportunity help the applicant contribute to a vibrant, inclusive film culture in the North? Will it support them to grow audiences for British, international and independent film? Does it align with one or more of the Hub's focus areas?
- **Cost:** Does the request represent value for money? Are all requested costs reasonable and eligible?
- **BFI Diversity Standards:** Does the request respond to the BFI Diversity Standards? Will the training opportunity help the applicant to address under-representation among audiences, on screen or in the workforce?
- **Legacy:** Has the applicant attended the same or a similar training activity before? If so, why is it necessary to attend again?

Successful requests

If your request is successful, you will be sent a confirmation email setting out the terms and conditions attached to the grant. These will cover the use of funds, reporting requirements and payment information.

Note that payment of Bursaries is only made on completion of the course or event and following receipt of all necessary reporting and expenses documentation.

Unsuccessful requests

If your request is unsuccessful, you will be contacted by email with brief feedback on the reasons why. We are not able to accept resubmissions or revisions of requests that have previously been unsuccessful.

Being unsuccessful does not prevent you from accessing future Hub opportunities.

For more information on how to feedback on this funding opportunity or the Hub's work more generally, please consult our [Feedback & Complaints Policy](#).



Film Hub North is a sector development organisation supporting film culture in the North of England. The Hub works with a range of organisations and individuals to help great films get made, screened and seen in the region. The Hub is supported by, and proud to award, National Lottery funding as part of the BFI Film Audience Network and BFI NETWORK.

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Supported by National Lottery funding, the BFI Film Audience Network is central to the BFI's aim to ensure the greatest choice of film is available for everyone. Established in 2012 to build wider and more diverse UK cinema audiences for British and international film, FAN is a unique, UK-wide collaboration made up of eight Hubs managed by leading film organisations. FAN also supports talent development with BFI NETWORK Talent Executives in each of the English Hubs, with a mission to discover and support talented writers, directors and producers at the start of their careers.