* Please complete this form and send to [info@filmhubnorth.org.uk](mailto:info@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: [Access Support Fund](https://www.bfi.org.uk/get-funding-support/access-support-bfi-fund-applicants)
* Make sure to read the Film Exhibition Fund guidelines before applying. We advise you to 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.

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

| **NAME OF PROJECT** |  |
| --- | --- |
| **GRANT AMOUNT REQUESTED**  *Between £250 - £3,000* |  |
| **ACTIVITY DATES**  *Between April 2022 – Dec 2022* |  |
| **VENUE/PLATFORM(S)**  *Include full addresses* |  |
| Are the proposed venue(s) currently open? If not, when are their planned opening dates? |  |

| 1. **KEY PERFORMANCE INDICATORS** | |
| --- | --- |
| **WILL ACTIVITY TAKE PLACE IN-PERSON / ONLINE / BOTH** |  |
| **PROJECTED AUDIENCES**  *Separate in-person and online audiences, if applicable* |  |
| **NUMBER OF SCREENINGS**  *Separate in-person and online audiences, if applicable* |  |
| *Add extra rows for additional KPIs as required* |  |

| 1. **ABOUT YOUR ORGANISATION**   *Tell us about your organisation and team. (up to 300 words)* |
| --- |
| * *Provide details about the organisation and its capacity to deliver activity.* * *What are the long-term plans for reaching audiences?* * *How does this proposed activity support these plans?* * *Do you have experience of running programmes similar to this proposal in the past?* * *Will you be working with any partner organisations to support project delivery? Are these confirmed?* |

| 1. **ABOUT YOUR PROJECT**   *Tell us about your planned activity. up to 300 words)* |
| --- |
| * *Provide a summary of planned activity, including 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.* * *How does the activity support the organisation to deliver cultural film programming?* * *How does the activity meet one or more of the Film Exhibition Fund’s focus areas?* * *What are the project’s targets and are they realistic? Please include timescales and audience admission targets with justification.* |

| 1. **YOUR PROJECT MOTIVATIONS**   *Tell us why your project is important. You may wish to refer to the fund focus areas outlined in the guidelines. (up to 300 words)* |
| --- |
| * *Why is there a clear need for the planned activity?* * *What will this offer local film audiences?* * *How does the activity provide opportunities for audiences to access films otherwise unavailable?* * *Why is this activity appropriate for the target audience?* |

| 1. **MARKETING**   *Tell us about your target audience and how you intend to reach them. If you have an organisational or project-specific marketing plan, you might want to attach this alongside your application. (up to 300 words)* |
| --- |
| * *Who are the target audiences for the proposed activity?* * *How do you intend to reach them?* * *What previous experience do you have of reaching audiences in this way?* |

| 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)* |
| --- |
| * *How does the project embrace the relevant Standards?* * *How will activity address under-representation among audiences, on screen or in the workforce?* |

| 1. **YOUR FUTURE PLANS**   *Tell us about your longer-term plans to continue developing film audiences in the North. (up to 300 words)* |
| --- |
| * *What does success look like for the proposed activity?* * *What do you expect to learn from carrying it out?* * *What are the long-term plans for the organisation beyond this activity?* |

**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

**☐** Completed budget document

☐ 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: [info@filmhubnorth.org.uk](mailto:info@filmhubnorth.org.uk).