**1. INTRODUCTION**

**Film Exhibition Fund - Pitch Pot**

The Film Exhibition Fund will help the independent film exhibition sector by supporting screening activity which engages audiences with British, independent and international film.

We are excited to launch the **Film Exhibition Fund - Pitch Pot**: this new part of the fund offers support of under **£3,000.** Support is available to help exhibitors start a local screening programme, put on a special event or to enhance their existing programme with extra audience development work.

The current round of funding supports activity taking place **up until December 2022** and we aim for a quick decision on eligible applications.

This is a rolling fund open to the entire range of organisations in Film Hub North’s exhibitor network including organisations who are new to film exhibition and experienced exhibitors who are looking to experiment with new approaches.

A range of costs can be included such as programming, marketing, staffing and accessibility.

Applications can be made at any time from **22 February 2022 to 1 October 2022**. All activity must be delivered by **31 December 2022**. If you anticipate delivering activity between January and March 2023, please get in touch.

We expect the Film Exhibition Fund - Pitch Pot to be oversubscribed and advise Members to submit proposals early. The fund will close before 1 October 2022 if all available resources are committed.

Applicants will be asked to show how their proposal responds to Film Hub North’s key strategic objectives and the fund aims, which are outlined in the following pages. General information on the Hub’s aims and priorities can be found in [BFI Film Audience Network: An Overview](https://filmhubnorth.org.uk/media/W1siZiIsIjIwMjEvMDMvMjMvdG1sZXgwMnV2X0JGSV9GaWxtX0F1ZGllbmNlX05ldHdvcmtfQW5fT3ZlcnZpZXdfQ29tcHJlc3NlZC5wZGYiXV0/1e09da8e5ee43aef/BFI-Film-Audience-Network-An-Overview-Compressed.pdf).

The primary focus of the FEF - Pitch Pot is in-person events that bring audiences together for a communal viewing experience. Organisations delivering in-person events should be aware of local restrictions and industry advice regarding Covid-19 safety measures, and may wish to refer to the UKCA’s guidelines: [Cinemas - keeping workers and customers safe during Covid-19](https://www.cinemauk.org.uk/coronavirus-covid-19/guidance-for-cinemas/).

**At a glance**

Apply for **up to £3,000**

Applications open **22 February 2022**

Applications close **1 October 2022**

Submit at least **4 weeks in advance**

Assessments **take place fortnightly**

Supporting activity: **April 2022 - December 2022**

**2. FOCUS AREAS**

**Cultural engagement**

The primary objective of the Film Exhibition Fund - Pitch Pot is to support exhibitors to engage audiences with independent film programmes. All activity supported through the fund should aim to increase in-person audiences for British, independent and international film in the North.

Beyond this, there are 3 key focus areas and other considerations which inform the FEF - Pitch Pot’s wider objectives. These are outlined in the following pages and include the Hub’s ambitions of developing young audiences, promoting inclusivity and showcasing screen heritage.

Applications which effectively respond to one or more of these focus areas will be given priority.

**Developing young audiences**

Young audiences are key to the success of the exhibition sector, both now and in the future. By engaging with young people, organisations can introduce new audiences to their work and foster future generations of cinemagoers. Programmes focused on young people may target a segment of the 16-30 audience or the group as a whole.

**Promoting inclusivity**

We are committed to ensuring that the breadth of our communities are able to enjoy a range of film and we are working to tackle under-representation in the exhibition industry: be that on our screens, in the workforce or among audiences. We are particularly interested in supporting proposals that address under- representation among disabled, ethnically diverse and LGBTQ+ audiences.

**Showcasing Screen Heritage**

Screen heritage material deepens our understanding of the past and present. The FEF - Pitch Pot can support programmes showcasing various types of screen heritage material, including: material from the national and regional archives, material from other collections, and films from UK and world cinema history. If your proposal includes archive material, please ensure you have contacted the relevant collection before applying.

We are especially interested in receiving screen heritage proposals that complement the **StoryTrails** project which is taking place during the summer and autumn of 2022 and which forms part of [UNBOXED : Creativity in the UK](https://unboxed2022.uk/). StoryTrails is a deep dive into our collective history, an immersion in the lost and untold stories that shaped our towns, cities and communities – and a chance to start a conversation about who we are now and where we’re going next. Using screen heritage in new and innovative ways, StoryTrails will be taking place in 15 locations across the UK between 1 July and 30 September 2022 including Blackpool, Bradford and Sheffield in the North.

If you would like to organise a complementary programme of screenings, please [see more here](https://unboxed2022.uk/storytrails) and contact us for further information.

**BFI Diversity Standards**

The [BFI Diversity Standards](https://www.bfi.org.uk/inclusion-film-industry/bfi-diversity-standards) are a set of principles which inform the Hub’s work and the activity we fund. The Standards primarily focus on under-representation in the screen industries in relation to the protected characteristics defined in the [Equality Act 2010](https://www.gov.uk/guidance/equality-act-2010-guidance), as well as geographical location, socio-economic background and caring responsibilities.

We are committed to ensuring that audiences for cultural film programmes are ethnically diverse, and that cinema spaces are welcoming and inclusive to under-represented audiences such as disabled, D/deaf, and neurodivergent people. We encourage projects produced by or in collaboration with under- represented groups.

All Film Exhibition Fund - Pitch Pot proposals will be asked to respond to the Standards, demonstrating how their activity promotes inclusivity among audiences, on screen and in the workforce. Projects do not need to meet every Standard or criteria, but we encourage applicants to engage with the Standards as fully as possible. If your project requires additional accessibility requirements these are eligible to be added to your budget.

**Responding to the Standards**

We’ve provided a brief guide of the sort of information you should provide in relation to each Standard below. The Hub team is on hand to help applicants interpret the Standards further, please get in touch to discuss this.

* **Standard A - On screen representation:** Tell us about your film programme; does it feature meaningful representations of lead characters and supporting characters from under-represented groups? Do the films feature themes, stories or locations not often seen in cinema?
* **Standard B - Project team:** Tell us about your team; are key personnel representative of your local area and/or the project’s intentions? If your project involves recruitment or partnership working, are processes in place to ensure these opportunities are inclusive? Smaller project teams may wish to discuss volunteer/community participants and/or the filmmaking teams represented in their programme.
* **Standard C - Industry access:** Tell us about any professional or informal development opportunities; will the project team take part in training or mentoring programmes? Will your activity provide new employment opportunities or career progression for team members from under-represented groups? Will you be engaging community groups or participants?
* **Standard D - Audience development:** Tell us about your audiences; are you planning to engage under- represented groups? How will you do this - do you have a community engagement strategy or appropriate partnerships in place? What steps are you taking to make your events accessible and welcoming to disabled audiences?

The [BFI FAN Inclusive Cinema](https://inclusivecinema.org/) site has a number of resources to support exhibitors including [Dismantling Structural Inequality](https://inclusivecinema.org/how-to-guides/dismantling-structural-inequality-in-your-cinema/) and [Subtitling, BSL and Audio Description](https://inclusivecinema.org/how-to-guides/subtitling-bsl-and-audio-description-services/).

**Online Events**

Proposals for online activity will only be accepted if accompanied by in-person delivery as the priority of this fund is a return to communal viewing. Proposals should meet all of the Film Exhibition Fund - Pitch Pot’s basic criteria as well as the expectations outlined below for accessible and sustainable virtual events.

* Online activity should support your organisation’s existing film offer and brand, and should function in some way as an audience development tool for in-person activity in the North.
* There should be clear reasoning for activity that takes place online if in-person or hybrid events are also viable options.
* Online events should provide audiences with an enhanced experience - they should be clearly differentiated from widely available streaming services.
* Activity should deliver best practice in terms of accessibility, safeguarding, rights management and presentation standards.

**Environmental Sustainability**

We are committed to minimising the environmental impact of the work we support and ask all funding recipients to contribute to this aim. In your proposal, please summarise the steps you are taking to minimise the environmental impact of your project.

Some inspiring examples of exhibitors working in this area include: [Curzon](https://www.curzon.com/sustainability/), [Depot](https://lewesdepot.org/about/sustainability), [HOME](https://homemcr.org/about/sustainability/) and [Scott Cinemas](https://eastgrinstead.scottcinemas.co.uk/waste-and-resource-management). The BFI has a number of [recommended resources](https://www.bfi.org.uk/get-funding-support/bring-film-wider-audience/environmental-sustainability-film-exhibition-sector) that may be useful when planning around sustainability.

**Safeguarding**

Projects involving children, young people or vulnerable adults should have appropriate safeguarding and child protection policies in place. Where relevant, you will be asked to confirm this in your application.

For more information on safeguarding, read the [Guide to Safeguarding for Film Exhibitors](https://filmlondon.org.uk/resource/safeguarding-film-guide-exhibitors) published by our colleagues at Film Hub London.

**Bullying, Harassment and Racism**

Bullying, harassment and racism have no place in our industry and we expect all organisations we fund to share our commitment to this principle.

The BFI and BAFTA have developed a set of principles and zero-tolerance guidance in consultation with organisations, unions and industry bodies across the film, television and games industry in response to urgent and systemic issues.

These documents can be found in the [BFI’s Bullying, harassment and racism prevention hub](https://www.bfi.org.uk/inclusion-film-industry/bullying-harassment-racism-prevention-screen-industries). We ask all applicants to engage with these principles by, as a minimum, reading these documents and sharing them within your organisation.

Environmental Sustainability and Bullying, Harassment and Racism are not formal assessment criteria, but the information you provide will be used to gauge how we may support you further in these areas and ensure best practice across the BFI Film Audience Network. If a proposed action will incur additional costs, you can include these in your budget for consideration.

**3. FUND DETAILS**

**Who can apply?**

You must be a Film Hub North Member in order to access Film Hub North funding opportunities. To become a Member, fill in our [application form](https://docs.google.com/forms/d/e/1FAIpQLSdL9DVBdL9JkVJOBp6mLWOKx--mj8Zp_PWv4k4pj0ZiCl2J0A/viewform).

Organisations who have received previous support from the Film Hub North or the BFI Culture Recovery Fund are eligible to apply. Proposals from these organisations should be for new work or the continuation of activity which has not been supported under existing funding arrangements.

Film Hub Lead Organisations (HOME and Showroom Cinema) are not eligible to apply to the Film Exhibition Fund even if they meet the fund criteria.

**How much can I apply for?**

Members can request **up to £3,000 per proposal**. Eligible expenses and application instructions are outlined in the following pages.

If your project requires more financial support (up to £10,000), you might consider applying to our [Film Exhibition Fund](https://filmhubnorth.org.uk/film-exhibition-fund?audience=exhibitor).

Note that we are not able to fund 100% of project costs. While we do not have a set percentage requirement for match funding, we expect to see box office income and other support - whether in cash, volunteer time or other in-kind contributions - included in the budget.

**When is the deadline?**

This is a rolling fund, applications can be made at any time from **22 February 2022 - 01 October 2022.**

Applicants for the Film Exhibition Fund - Pitch Pot should submit their proposals **at least 4 weeks in advance of their project start date** to allow time for assessment, project development and marketing lead-in.

**When will I hear back?**

FEF - Pitch Pot proposals will be assessed on a fortnightly basis.

We aim to contact you within 5 days of submission to inform you of your assessment date and when you will receive feedback.

**4. USE OF SUPPORT**

**Eligible expenses**

Each project will have its individual needs - however, broadly speaking, the Film Exhibition Fund - Pitch Pot can support the following costs.

* Film rights and print transport
* Project-specific staffing costs - eg. curation, project management, audience development
* Venue hire and project-specific technical costs
* Marketing costs
* Event costs for enhanced screenings - eg. guest speakers, live scores
* Volunteer and evaluation expenses
* Accessibility costs - eg. creating accessible supporting materials, subtitling fees
* Outreach and community inclusion costs
* Audience development expenses - eg. young programmers workshops
* Rights clearances and curation fees for screen heritage materials
* Costs related to online activity - eg. web platforms or hosting fees

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

**Ineligible expenses**

All proposed spend should go towards the activity detailed in your application. Beyond this, there are some things we can’t support. These include:

* Filmmaking costs, support for filmmakers to develop, screen or distribute their work, or for programmes that primarily engage filmmaker audiences
* Capital costs, including building repairs, purchasing equipment or additional health and safety measures required due to Covid-19
* Programmes entirely comprised of free events, unticketed events or screenings where audience numbers cannot be reported
* General organisational running costs not specifically related to the proposed activity
* Activity that should be covered by statutory education, including events taking place on school grounds/in school hours
* Events not primarily focused on film exhibition
* Activity covered by existing funding arrangements
* Programmes that duplicate provision in the same area
* Events taking place in a venue not open to the public - eg. members only venues
* Events taking place outside of the North

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

**5. APPLYING**

**Application documents**

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

The Proposal Form is your opportunity to tell us more about your project and its target audiences, and to show how your activity meets the funding objectives set out in these guidelines. You’ll also be asked about the motivations behind your activity; why it’s important and what it will provide to audiences locally.

More information on how your proposal will be assessed is provided in the following pages. Note that your proposal may be reviewed by an external assessor unfamiliar with your organisation or its work, so you should aim to describe your plans and relevant experience clearly and concisely.

* [Proposal form [.docx]](https://filmhubnorth.org.uk/media/W1siZiIsIjIwMjIvMDIvMjIvMnAxb3M4enlyNV9QaXRjaF9Qb3RfUHJvcG9zYWxfRm9ybV8yMDIyXzIzLmRvY3giXV0/d8b9f1452c154e0d/Pitch%20Pot%20Proposal%20Form-2022%2023.docx)
* [Budget template [.xlsx]](https://filmhubnorth.org.uk/media/W1siZiIsIjIwMjIvMDIvMjIvOTRqamUxcjNpZl9GaWxtRXhoaWJpdGlvbkZ1bmRfUGl0Y2hQb3RfQnVkZ2V0X1RlbXBsYXRlXzIwMjIueGxzeCJdXQ/3ea0803c4b29be02/FilmExhibitionFund-PitchPot%20Budget%20Template_2022.xlsx)
* [Equality Monitoring Form [.docx]](https://filmhubnorth.org.uk/media/W1siZiIsIjIwMjIvMDIvMjIvOTJtZDVxZXkxOV8yMDIyXzIzX0VNX0Zvcm0uZG9jeCJdXQ/9a40b83b3ec5fbf7/2022%3A23%20EM%20Form.docx)

**Submitting your application**

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

If you have access requirements that mean you need assistance when applying for funds, you can request help through the [BFI Access Support Scheme](https://www.bfi.org.uk/get-funding-support/access-support-bfi-film-fund-film-audience-network-applicants).

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.

**6. FEEDBACK**

**Assessment criteria**

Your proposal will be assessed by the Film Hub North team. External assessors may also be brought in to review your proposal. Please note that we expect this fund to be oversubscribed and may not be able to fund your activity even if it meets the criteria.

The panel will consider the following assessment criteria:

* **Organisational capacity:** Are the proposed activity and timescale achievable? What are the long-term plans to reach audiences? Does the organisation have the required staff, partnerships and venue buy-in to deliver the project? Are venues open and on board?
* **Fund objectives:** Will the proposal re-engage audiences with independent film programming? Does the activity respond to any of the fund’s other key focus areas? Are all eligibility criteria met?
* **Audiences:** Are projected admissions realistic? Is there a clear need for the activity - does it provide audiences with access to films otherwise unavailable locally?
* **Marketing & Evaluation:** Who are the target audiences and how will they be reached? Does the applicant have experience of reaching audiences in this way? What does success look like and what will the organisation learn from the project?
* **BFI Diversity Standards:** Does the proposal clearly respond to the BFI Diversity Standards? Will activity address under-representation among audiences, on screen or in the workforce?
* **Budget:** Has the applicant provided a brief budget? Are all costs reasonable/eligible? Have details of other sources of income/support been provided? Is it good value for money?

Proposals will be scored using the [Film Exhibition Fund - Pitch Pot Assessment Form](https://filmhubnorth.org.uk/media/W1siZiIsIjIwMjIvMDIvMTgvOTMxdHUzYnlpaV9QaXRjaFBvdEZ1bmRBc3Nlc3NtZW50Rm9ybV8yMDIyLnBkZiJdXQ/b3524323b45175de/PitchPotFundAssessmentForm_2022.pdf). We strongly encourage you to refer to this form when writing your proposal to ensure that you’re providing all the information the assessment panel will be looking for.

**Successful proposals**

If your proposal is successful, the assessment panel may discuss amendments and wish to see a revised plan before confirming funding. Project timelines will need to accommodate this process.

If there are no recommendations or amendments to be made, you will be sent an email approving your application.

Prior to contracting, the Hub will undertake an ID check on the lead applicant as part of our due diligence processes.

You will then be sent a contract setting out the terms and conditions attached to the funding. These will cover payment information, crediting guidelines, audience surveying, and monitoring and reporting requirements.

Please note that final confirmation of support will be subject to the availability of Lottery Funding.

**Unsuccessful proposals**

If your proposal is unsuccessful, you will be contacted by email with notes from the assessment panel. We are not able to accept resubmissions or revisions of proposals 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](https://filmhubnorth.org.uk/media/W1siZiIsIjIwMjIvMDIvMTgvd2VnejBwbW9xX0ZlZWRiYWNrX0NvbXBsYWludHNfUG9saWN5X0ZlYjIwMjIucGRmIl1d/8c991313e9f3238d/Feedback-Complaints-Policy_Feb2022.pdf).

Please note: these guidelines are subject to change. Film Hub North reserves the right to review and alter its policies, procedures and assessment criteria.