



Film Hub  
**South East** ↘

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# **Training and Professional Development Bursary**

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Guidelines  
2024-25

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## Key deadlines

<b>Bursary application submission</b>	<b>4 weeks</b>	Please apply no fewer than <b>four calendar weeks</b> before the proposed activity is due to begin
<b>Acknowledgement of application</b>	<b>5 working days</b>	We will acknowledge receipt of your application within <b>one calendar week</b>
<b>Application outcome</b>	<b>2 weeks</b>	We will confirm the outcome of your application within <b>two calendar weeks</b>

# Objectives of the scheme

The [BFI Film Audience Network \(FAN\)](#) reaches out across the UK to ensure people have the maximum possible opportunity to watch and enjoy a broad screen culture, regardless of location or circumstance.

As part of FAN, Film Hub South East (FHSE) has been awarded funding from the BFI National Lottery to support the region's film exhibitors in their efforts to reach a wide, diverse audience with independent British and international film and deliver against the priorities set out in the [BFI's Screen Culture 2033 strategy](#).

We support organisations that screen film to a public audience, from cinemas, mixed arts venues, film festivals, film societies and community groups to maintain and grow an inclusive sector.

We are looking for proposals that best demonstrate how the suggested training and professional development activity will impact the ability of cinemas and film festivals to best address the strategic priorities:

- To create opportunities for children and young people to experience a broader screen culture
- To support public access to a wider choice of film and moving image, including stories that reflect their lives
- To tackle social, economic and geographic barriers for audiences engaging in a broad and diverse screen culture
- To boost skills and knowledge to help exhibitors grow in confidence and capability
- To increase audience access to screen heritage
- To reduce screen organisations carbon footprint

## How much support can I request?

Training and Professional Development bursaries for activities taking place from April 2024 are available up to £750 (inclusive of VAT). Applications can be submitted for up to 90% of the costs of training course fees, travel and accommodation costs related to attending training, and other costs related to professional development. However, in most cases we would not expect to fund more than 70% of the cost.

If applicants are VAT registered, bursary claims should not include any VAT if it will be claimed back from HMRC. If applicants are not VAT registered, bursary claims can include VAT where necessary.

Organisations can receive a maximum of £750 from this fund from April 2024, so please be sure to discuss plans with your colleagues before applying.

# Who is eligible for support?

To submit a proposal for consideration your organisation must be a member of Film Hub South East showing at least 12 films per year. To find out how to become a member, visit our [website](#).

Your organisation must be legally constituted and centrally managed in the UK. This includes:

- Limited Liability Company or Partnership registered at Companies House;
- Community Interest Company registered at Companies House;
- Local authority or statutory body;
- Charity or trust registered with the Charity Commission (including UK universities);
- If not registered with the Charity Commission, universities principally regulated by one of the Higher Education Funding Bodies (being the Higher Education Funding Council for England, the Higher Education Funding Council for Wales, the Department for Employment and Learning Northern Ireland and the Scottish Funding Council);
- Unincorporated associations and clubs (an organisation set up through an agreement between a group of people who come together for a reason other than to make a profit. The organisation must have 25 or more members, and has rules regulating who can be a member).

Your organisation will be expected to have robust governance and management structures and processes in place.

## **Who is ineligible?**

Individuals cannot submit proposals for consideration.

Please note attendance at international film festivals is not eligible. Bursary funds are limited and unfortunately we will not be able to support every application.

## What kind of activities will be supported?

These bursaries are designed to support training and professional development activities for organisations that would otherwise not be able to afford to support their staff (or volunteers) in these activities. Relevant activities might include attending training courses, conferences or screening events.

Applications to attend international film festivals are not eligible.

Only economy/ standard class travel costs will be eligible for support.

Costs related to caring responsibilities are also eligible (with receipts from certified childcare providers or registered carers).

# Successful applications

Successful applicants will be asked to write a report about the impact of the training or professional development activity on their work and future plans.

## **Use of the bursary**

Any bursary must be used exclusively for the purpose for which it was requested and in accordance with the timetable.

## **Payment**

If your application is successful, we can provide 50% of the bursary up front if necessary.

Final payments will be made after full receipts and reporting paperwork have been submitted. Payment will not be made if you didn't complete or attend the activity in full. Applicants who need an advance payment should indicate this on their application form.

# FAQs

## **Who is eligible for a Training and Professional Development bursary?**

Film Hub South East member organisations that show at least 12 films per year.

## **How do I submit a proposal?**

The proposal form can be downloaded [here](#).

Once completed it can be emailed to [filmhubse@independentcinemaoffice.org.uk](mailto:filmhubse@independentcinemaoffice.org.uk)

## **When do I need to apply by?**

You must apply a minimum of four weeks prior to the start of the event/activity. Applications for activities that have already taken place will not be accepted.

## **How long will it take for a decision to be made?**

Decisions will be communicated no later than two weeks after applications are received.

## **How are decisions made?**

Please note bursary funds are limited and we will not be able to support every application. Each application will be assessed by two members of senior ICO staff, who will then discuss and finalise the decision.

## **What do I do if I have further questions about applying for a bursary?**

Contact us at [filmhubse@independentcinemaoffice.org.uk](mailto:filmhubse@independentcinemaoffice.org.uk) or on 0207 636 7120.



# Important information

The information in these guidelines can change.  
Film Hub South East reserves the right to review and change its policies, procedures and assessment criteria.

If there are any conflicts of interest between proposals and Film Hub South East staff members, e.g. a personal relationship or vested interest in a project, the relevant member of Film Hub South East staff will not be involved in assessing the proposal or making a decision on the award.

Film Hub South East reserves the right to withhold an award if a proposal has been filled in dishonestly or incorrectly, or if during the term of the agreement the awardee acts dishonestly or negligently.

# Contact us

If you have any questions about the guidelines or submitting a proposal please get in contact with us. We're happy to discuss your project before you submit a proposal.

## **Email**

[filmhubse@independentcinemaoffice.org.uk](mailto:filmhubse@independentcinemaoffice.org.uk)

## **Telephone**

0207 636 7120