**Training and Professional Development Bursary**

Proposal Form

**Before you complete and submit this application form, please:**

* [Read the FHSE Training Bursary Guidelines](https://www.independentcinemaoffice.org.uk/fhse-tpd-bursary-guidelines-2024-25/)
* Note that the scheme is only available to FHSE members. If your organisation is not yet a member, read about how to apply [here](https://www.independentcinemaoffice.org.uk/film-hub-south-east/become-a-hub-member/).

Email any other queries about applying to: [filmhubse@independentcinemaoffice.org.uk](mailto:filmhubse@independentcinemaoffice.org.uk).

**ORGANISATION AND CONTACT DETAILS**

|  |  |
| --- | --- |
| Full name |  |
| Job title |  |
| How long have you been in this role? |  |
| Name of organisation |  |
| Company no. (if applicable) |  |
| Charity no. (if applicable) |  |
| Annual turnover of organisation\* |  |
| Address |  |
| Daytime / mobile number(s) |  |
| Email |  |

*\*We ask this to ensure available funds are awarded fairly across a range of different organisations*

**What type of organisation do you work for?**

Cinema

Community cinema

Film festival

Film society

Educational institution

Touring network

Other (please specify):

Gallery

Mixed arts venue

Museum

Local authority

Arts organisation

Community group

**Please select how you are constituted:**  
 Limited Liability Company (LLC) or Partnership registered at Companies House

Community Interest Company (CIC) 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, a university principally regulated by one of the Higher Education Funding Bodies (being the Higher Education Funding Council for England)

Unincorporated association or club (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).

**Which of the following best describes your current employment status?**

Freelance (contract of 364 days or less)

Sole trader

Permanent/Long-Term Contract (365+ days)

Voluntary/Unpaid

Run own company

Other (please specify):

**Which activity are you applying for?**

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| --- |
|  |

**When will this activity take place?**

|  |
| --- |
|  |

**Where will this activity take place?**

|  |
| --- |
|  |

**Have you ever attended this event/course or activity before?** Yes / No(Delete as applicable)

**If yes, please say how you applied the learning from previous attendance and why it is necessary to attend again:**

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|  |

**Have you attended any other events/courses in the last 2 years? If so, what were they?**

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**BFI FILM AUDIENCE NETWORK  
  
What is the BFI Film Audience Network?**

The BFI Film Audience Network (FAN) is central to BFI Screen Culture 2033’s commitment to giving everyone, everywhere in the UK the opportunity to enjoy and learn from the richest and most diverse range of great British and international filmmaking, past, present and future. The priorities for FAN under Screen Culture 2033 are:

* Children and young people – Opportunities for children, families, and young people (aged 25 and under) to experience a broader screen culture.
* Access to a wider choice of film - To support public access to and enjoyment of the widest range of film and the moving image - including UK and international film, documentaries, TV and screen heritage (especially those heritage collections that reflect the diversity of the South East).
* Tackling barriers – Working to tackle social, economic and geographic barriers to audiences, by addressing the obstructions presented by cost, physical access, sense of risk, and limited onscreen representation.

**How will this bursary be used to meet the above priorities from the BFI?**

Please detail in reference to the above list (max. 200 words):

|  |
| --- |
|  |

**What would you like to be able to achieve from this activity?**

Please detail how this bursary will be used to further your career development? (max. 200 words):

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| --- |
|  |

**How will this bursary be used to support film exhibition within your venue and in the South East region?** (max. 200 words):

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|  |

**Do you show at least 12 films a year?**

Yes  No

**Where did you hear about this bursary scheme? (please tick all that apply)**

Email from BFI

Word of mouth

Email from FAN hub

FHSE website

Social media (please specify):

Other (please specify):

**APPLICATION PROCESS**

Once you have sent in your application, you will receive confirmation of receipt within five working days. Decisions will be communicated no later than two weeks after applications are received.

If your application is successful, we can provide 50% of your bursary up front if necessary. The remaining 50% will be paid to you upon submission of full receipts and a completed report.

|  |  |
| --- | --- |
| **Please indicate if you will need a pre-payment:** | Yes / No(Delete as applicable) |

**CRITERIA**

Organisations that are members of Film Hub South East can apply for a bursary to support the training and professional development needs of staff/volunteers if they are screening at least 12 films per year. Priority will be given to applications that best fit in with the priorities of the BFI Screen Culture 2033 strategy and the strategic aims of Film Hub South East.

For successful applicants, Film Hub South East can fund 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.

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.

Bursaries of up to £750 are available (inclusive of VAT). Organisations can only receive a maximum of £750 in the period April 2024 to March 2025, so discuss plans with your colleagues before applying.

**How much bursary support are you applying for?**

*Please indicate below how the bursary will be spent with a total cost for each area of expenditure, and the sum of the bursary allocated for it. Leave areas that do not apply blank but please ensure you include overall totals at the bottom. Please include exact costs where possible.*

|  |  |  |
| --- | --- | --- |
|  | **Total cost** | **Bursary applied for** |
| Fees |  |  |
| Travel |  |  |
| Accommodation |  |  |
| Costs relating to care responsibilities |  |  |
| **TOTALS** |  |  |

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| --- |
| Please explain how you fulfil the eligibility criteria and what circumstances make you feel you are eligible to receive bursary support: |
|  |

|  |  |
| --- | --- |
| How will you pay for any other expenses? | |
| My organisation |  |
| Personal funds |  |
| Other source (please specify): |  |

Please note that part or all the information you supply will be held in computer files where it will be used for the administration of proposals and awards and may also be used to prepare statistics and summary data. We may also share this information in confidence with individuals or organisations helping us with the assessment of proposals or monitoring the awarding of funds. We may also be required to share this information under the Freedom of Information Act.

**DECLARATION**

By signing this form, I confirm that all the information provided here as well as in any supporting documentation is truthful and accurate. I consent to this information being stored and used for statistical and monitoring purposes by both Film Hub South East and the BFI.

|  |  |
| --- | --- |
| Name |  |
| Applicant e-signature |  |
| Date |  |

*After completing and signing this form, please return it in Microsoft Word format (together with the application form for the relevant training course or professional development opportunity) to:* [*filmhubse@independentcinemaoffice.org.uk*](mailto:filmhubse@independentcinemaoffice.org.uk)