**Film Exhibition Fund 2020-21**

Application Form

Before you complete the application form:

* please read the [Film Exhibition Fund Guidelines](https://www.independentcinemaoffice.org.uk/film-exhibition-fund-2020-21-guidelines/)
* download and complete the [activity budget form](https://www.independentcinemaoffice.org.uk/film-exhibition-fund-2020-21-activity-budget-form)
* if you require assistance to complete this application, the BFI provides an access support fund, which you can apply for here: [bit.ly/AccessSupportFund](https://bit.ly/AccessSupportFund)
* for additional assistance with your application please contact [filmhubse@independentcinemaoffice.org.uk](mailto:filmhubse@independentcinemaoffice.org.uk)

Please complete this form and email to [filmhubse@independentcinemaoffice.org.uk](mailto:filmhubse@independentcinemaoffice.org.uk) by **5pm, Wednesday 30 September 2020**

**Organisation**

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| Name of organisation: |  |
| Address of organisation: |  |
| Website of organisation: |  |

Type of organisation:

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| Cinema  Community cinema  Film festival  Film society  Gallery  Museum  Local authority | Educational institution  Mixed arts venue  Touring or community screen network  Screen archive  Arts organisation  Community group  Other (please specify): |

**Contact information**

Please enter the contact information for the main contact for this application. Please notify us immediately if these details change.

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| Name of main contact: |  |
| Job title of main contact: |  |
| Email address of main contact: |  |
| Phone number of main contact: |  |

**Diversity**

Tell us which under-served communities your activity reaches. Please tick any that apply.

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| Rural  Older age group  Young people (16-30)  D/deaf or disabled people  Neurodivergent people | Low socio-economic groups  Black, Asian or Minoritised Ethnic people  Speakers of minority languages  LGBTQIA+ people  Other (please specify): |

Please give any additional information here on how your activity meets the BFI Diversity Standards.

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| **On screen representation**  Diverse narratives, cast and places depicted in the films you intend to programme. (Suggested 150 words) |
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| **A diverse team**  Who's involved in running the activity? (Suggested 150 words) |
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| **Industry access or training**  Will you offer accessible opportunities for work experience or professional development? (Suggested 150 words) |
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| **Catering for different audiences**  Tell us what you’re offering around disability access, or specialist activity for under-served audiences. Refer to [Inclusive Cinema](https://inclusivecinema.org/) for resources and ideas. (Suggested 150 words) |
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**Activity overview**

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| Activity title: |  |
| Total cost of activity: |  |
| Total amount requested from FHSE: |  |
| Proposed start date: |  |
| Proposed end date: |  |

**About your activity**

Please provide a short description of your activity and how you’ll reconnect with audiences. (Suggested 200 words)

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Please tell us which films (or type of films) you plan to programme, where known: and if you’re doing any events or activity around them. (Suggested 150 words)

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What are your aims and objectives? What do you want to achieve? Think about the guidelines, how you’ll re-engage with audiences, and remember what we can and can’t support. (Suggested 300 words)

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Will your activity support one of the following priority audience groups? If so, please tell us how.

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| Cultural engagement - development of audiences for British independent and world cinema: |
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| Developing young audiences (aged 16-30): |
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| Promoting inclusivity (see diversity categories Diversity section): |
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| Showcasing screen heritage - including national and regional collections: |
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**Marketing and publicity**

How will you market this activity to audiences? Think about working with specialist partners to target local groups. (Suggested 150 words)

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**Project management**

Tell us about your experience in running similar activity before. How is your organisation proven to programme for, market to and grow audiences for independent film? (Suggested 100 words)

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Please list the partners you are working with on your activity. Include their name, the region they cover, if they are new or existing partners, and what benefit they will bring to your activity. (150 words)

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**Project Outcomes**

**Monitoring and evaluation**

How will you evaluate your activity? We will supply a report and survey template but do you have any interesting ways of engaging your audiences in feedback and research? (Suggested 100 words)

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How will your activity support you and your audiences for the future? What is its legacy? (Suggested 100 words)

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**Outputs and KPIs**

Please detail the outputs and key performance indicators for your project:

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| Projected audience figures: |  |
| Number of screenings: |  |
| Number of independent films projected: |  |
| Proposed venues: |  |

**Other information**

Tell us about the safety measures you’ll be taking to operate safely during Covid-19. You may wish to refer to the UKCA’s Cinemas – [keeping workers and customers safe during Covid-19 guidelines](https://www.cinemauk.org.uk/coronavirus-covid-19/guidance-for-cinemas/). Are you offering staff any training? (Suggested 100 words)

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Tell us what steps you will take to reduce the environmental impact of your activity. The [Green cinema toolkit](https://www.independentcinemaoffice.org.uk/advice-support/green-cinema-toolkit/) might be useful. (Suggested 100 words)

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|  | Please check the box to confirm you have a bullying and harassment policy. (If you do not currently have a policy in place, please get in touch and we can support you in this.) |

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|  | Please check the box to confirm that you have read and understood the BFI’s bullying and harassment guidelines and circulated them within your organisation. Please attach a copy of your policy with your application. |

**Budget**

Please complete the [activity budget form](https://www.independentcinemaoffice.org.uk/film-exhibition-fund-2020-21-activity-budget-form) completing all sections.

Please give details of any other proposals for support you may have submitted to other Film Hubs or Lottery funders across the UK (if relevant) or if for festival activity, whether you have also applied to the BFI or another BFI-funded organisation, such as Heritage Lottery Fund, etc.

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**Conflict of interest**

BFI and Independent Cinema Office (Film Hub South East) are required to identify all relevant financial or personal interests that may exist between board members or employees of BFI and/or Independent Cinema Office (Film Hub South East) and applicants. This is to ensure that measures can be introduced to prevent a conflict of interest arising between those persons assessing the application for BFI and/or Independent Cinema Office (Film Hub South East) and such applicants.

If you have any financial or close personal relationships with any trustee, board member or employee of BFI and/or Independent Cinema Office (Film Hub South East), please give details of the nature of the relationship/s:

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**Checklist**

Please email us the following to make your application.

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|  | Completed application form – this document |
|  | Completed activity budget form |
|  | Completed equal opportunities form |
|  | Your bullying and harassment policy (if you have one) |
|  | Your sustainability policy (if you have one) |

**Data Protection**

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

**Signatures and Declarations**

Note: the signatory must be the individual named in the Contact information section.

* I confirm that all information provided in this proposal, and in any material submitted in support of it, is truthful and accurate.
* I agree to share this information with Film Hub South East and its funders.
* I confirm that all other proposals to other distributors of Lottery awards for cinema have been declared.
* I undertake to inform Film Hub South East fully and immediately of any changes affecting this proposal or related materials.
* I confirm I have the authority to make this proposal on behalf of the organisation.

Please type your name or insert e-signature as acceptance.

**Name:**

**Position:**

**Signature: Date:**

Please email your completed application form and supporting documents to:

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