**Film Exhibition Fund: under £3k 2023-24**

Proposal Form

Before you complete the proposal form:

* please read the [Film Exhibition Fund: under £3k Guidelines](https://www.independentcinemaoffice.org.uk/film-hub-south-east/film-exhibition-fund-2023-24/)
* download and complete the [activity budget form](https://www.independentcinemaoffice.org.uk/film-exhibition-fund-2023-24-activity-budget-form/)
* if you require assistance to complete this proposal, the BFI provides an access support scheme, which you can apply for here: [bit.ly/AccessSupportFund](https://bit.ly/AccessSupportFund)
* for additional assistance with your proposal please contact [filmhubse@independentcinemaoffice.org.uk](mailto:filmhubse@independentcinemaoffice.org.uk)

**Organisation**

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

Type of organisation:

|  |  |
| --- | --- |
| 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 proposal. Please notify us immediately if these details change.

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

**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 overall objectives, including the nature of the project’s programme and how you’ll connect with audiences. (Suggested 300 words)

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**Priority areas**

How does your activity support one of the priorities below? (Suggested 150 words)

* 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 (including UK and international film, documentaries, TV and screen heritage)
* Tackling barriers (social, economic and geographic) for audiences

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| **Note: activity in support of children and young people requires a safeguarding policy to be submitted alongside your proposal. If you do not currently have one in place and are in need of resources, please contact us.** |

**Marketing and publicity**

How will you market this activity to audiences? (Suggested 50 words)

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**Diversity**

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

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| Rural  Older age group  Children & Families  Young people (under 25)  D/deaf or disabled people  Neurodivergent people | Low socio-economic groups  People of African or Caribbean heritage  People of South, East, and South East Asian heritage  Speakers of minority languages  LGBTQIA+ people  Other (please specify): |

Please give any additional information on how your activity meets the BFI Diversity Standards, such as:

* Diverse narratives, characters, casts and places depicted in your programme.
* Your team reaching audiences represented in your community.
* Catering to under-served audiences.
* Enabling your team and your audiences to access the project by tackling barriers.

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**BFI FAN Equality Monitoring Report**

Please complete both the ‘Employees’ and ‘Volunteers’ sections of [the BFI FAN Equality Monitoring Report](https://form.jotform.com/230793502792359) online, with information related to your organisation as a whole, not just individuals or project teams. This should be completed before you submit your proposal.

The data captured enables the BFI to understand who Lottery funding is reaching, is collated anonymously, and does not form part of your project proposal or its assessment.

**Project Outcomes**

**Outputs and KPIs**

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

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| --- | --- |
| Projected in-person audience figures: |  |
| Projected online audience figures (if applicable): |  |
| Number of in person screenings: |  |
| Number of online screenings (if applicable): |  |
| Number of independent films projected: |  |
| Proposed venues: |  |

**Other information**

Tell us what steps you will take to reduce the negative environmental impact of your activity, and increase its positive impact. You can make use of the [Green cinema toolkit](https://www.independentcinemaoffice.org.uk/advice-support/green-cinema-toolkit/). (Suggested 100 words)

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|  | Please check the box to confirm that you have read and understood the [BFI’s bullying, harassment and racism prevention guidelines](https://www.bfi.org.uk/inclusion-film-industry/bullying-harassment-racism-prevention-screen-industries) and circulated them within your organisation |

**Budget**

Please complete the [activity budget form](https://www.independentcinemaoffice.org.uk/film-exhibition-fund-2023-24-activity-budget-form/) completing all sections.

Please name any other proposals for support you may have submitted to the BFI or Lottery funders across the UK (if relevant)

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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 proposal 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 outline the nature of the relationship/s:

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**Checklist**

Please email us the following to make your proposal.

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|  | Completed proposal form – this document |
|  | Completed activity budget form |
|  | Completed equal opportunities form |

**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 proposal form and supporting documents to:

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