**Open Project**

Proposal Form

**Before you complete the proposal form please:**

* Read the FHSE Open Project Proposal [guidelines](https://www.independentcinemaoffice.org.uk/open-project-proposals-2020-21-guidelines/)
* Download and complete a [budget template form](https://s3-eu-west-1.amazonaws.com/ico-assets-live/wp-content/uploads/2018/03/19104957/FHSE-Budget-Template.xlsx)
* For additional assistance with your proposal please contact filmhubse@independentcinemaoffice.org.uk
* *Note that the scheme is only available to existing FHSE members. For more information about becoming a member please visit our* [*website*](https://www.independentcinemaoffice.org.uk/film-hub-south-east/become-a-hub-member/)*.*

**Organisation**

|  |  |
| --- | --- |
| 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):       |

**Organisation and main activities**

Please provide a brief description of your organisations’ primary work and activities (*max 100 words*):

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**Contact Information**

Please enter the contact information for the main contact for your project. Please notify us immediately if these details change.

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

**Project Overview**

|  |  |
| --- | --- |
| Project title: |  |
| Total cost of project: |  |
| Total amount requested from FHSE: |  |
| FHSE % request of total cost: |  |
| Proposed start date: |  |
| Proposed end date: |  |

**Overview of proposed activity or project**

*Please refer to the FHSE Open Project Proposal* [*guidelines*](https://www.independentcinemaoffice.org.uk/open-project-proposals-2020-21-guidelines/) *for details about the aims of the BFI Film Audience Network (FAN) and the overarching priorities of* [*BFI2022*](http://www.bfi.org.uk/2022/)

Please use the box below to tell us about your proposed project. Please set out your ideas for the project including an outline of the content and format of the activity and what you hope to achieve by doing it. Please give details of the people, partners, venues and other resources you will work with to successfully deliver the project. *(Suggested min 500 words):*

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**Objectives and priorities**

Priority will be given to proposals that directly address the objectives of the Open Project Proposalscheme. Please indicate which objectives your project addresses and use the box below to provide more detail on how it achieves this. Please also let us know how your project embraces the [BFI Diversity Standards](http://www.bfi.org.uk/about-bfi/policy-strategy/diversity/diversity-standards) (*max 500 words*):

|  |  |
| --- | --- |
| [ ]  Increase access to a wide range of independent British and international film for audiences - especially those outside central London[ ]  Increase access to the UK’s screen heritage especially via the BFI’s National Film & TV Archive and those of other regions and nations[ ]  Increasing the diversity of audiences and boosting the number of 16-30 year olds engaging with this activity | [ ]  Extend engagement with BFI supported activities across the UK and enhance the quality and cultural depth of audience experience[ ]  Enhance the quality of audience facing activity, deepen knowledge and build capability in its membership |

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**Main beneficiaries / target audience**

Who are the main beneficiaries/target audience for your proposed project? (*max 200 words)*:

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**Marketing and publicity**

Please detail your marketing, publicity and audience development plans to reach your target audience (*max 200 words)*:

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**Project management**

Please provide details of who is responsible for delivering the project, including any relevant experience you or your team/partners may have in delivering similar previous projects and plans you have in place to ensure that the project is well managed and delivered (e.g. who is responsible, project timetable, etc.) (max 300 words):

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**Project Outcomes**

**Monitoring and evaluation**

Please detail the plans you will put in place to monitor and evaluate the project and how you will use these to gauge how successful the project has been (*max 300 words):*

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|  |

**Outputs and KPIs**

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

|  |  |
| --- | --- |
| Projected audience figures: |  |
| Number of screenings: |  |
| Number of venues: |  |
| *Please add extra rows for additional KPIs:* |  |

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.

I confirm that all of the information provided in this proposal as well as 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:**

**Position:**

**Signature: Date:**

Please email your completed proposal form and supporting documents to:

filmhubse@independentcinemaoffice.org.uk