

**SCREEN SCOTLAND  
SGRÌN ALBA**

**SCREEN FUNDING**

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# **MARKET AND FESTIVAL ATTENDANCE FUND**

**GUIDANCE 2018/19**



Awarding funds from  
**THE NATIONAL LOTTERY®**



ALBA | CHRUTHACHAIL

# SCREEN SCOTLAND SGRÌN ALBA

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Screen Scotland is the new dedicated partnership for screen in Scotland, delivering enhanced support for all aspects of Scotland's screen sector.

Screen Scotland is leading the growth of the sector through increased funding and support for film and television production, an increase in specialist staff and further investment in skills, festivals, audiences and education.

Screen Scotland sits within Creative Scotland and is a partnership with Scottish Enterprise, Highlands and Islands Enterprise, Skills Development Scotland, Scottish Funding Council, with funding from the Scottish Government and the National Lottery.

## **We are funding, developing and growing Scotland's screen sector by:**

- Boosting production by increasing funding and support to grow the number and diversity of film and TV productions from Scotland
- Creating specialist business development provision for screen businesses ensuring that advice and support is appropriate and easy to access
- Improving employment opportunities in the sector through increased and co-ordinated opportunities for training and development
- Developing audiences by improving access to Scottish film and TV productions at home and internationally
- Growing and improving Scotland's screen infrastructure including studio facilities
- Developing Scotland's reputation as a destination for international productions and co-productions, supported by our world-class talent, crews, facilities and unique locations.

# What is the purpose of the Market and Festival Attendance Fund?

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This fund aims to support the continued development of a skilled and diverse screen workforce, fostering real professional opportunities and sustainable careers by supporting the professional and creative development of both emerging and established filmmaking talent, and promoting their work and Scottish filmmaking internationally.

We will fund attendance at international festivals and markets for screenwriters, directors and producers based in Scotland, in order to enable them to meet potential partners, access global markets and promote their completed projects.

We will also consider funding attendance by other key creative talent involved with completed screen projects, where they are nominated for awards at international festivals - or their attendance presents a significant opportunity for their professional and creative development.

We will support attendance at key UK markets and festivals where attendance presents a significant opportunity for the filmmaker or advances the realisation of projects in development.

We will prioritise opportunities where a screen project is receiving its international premiere or is screening in competition.

## What can I apply for?

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You must supply a budget for attendance with your application, and expenditure should only cover the following:

- Registration at the Market or Festival
- Economy travel
- Accommodation
- Subsistence of up to a maximum of £30 per day
- Reasonable ground transportation costs
- Reasonable promotional materials, specific to the project, activity and market or festival up to a maximum of £250
- Childcare costs, if required.

## Who can apply?

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You must be a writer, director, producer or other key talent and be based in Scotland.

## How much can I apply for?

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You can apply for one of the following set amounts of support:

- £500
- £750
- £1,000
- £1,500 (maximum).

Awards will vary depending on the location of festival or market and the estimated cost of accreditation and attendance.

If you are funded through this route, support is in the form of a non-recoupable grant.

Please note, we will only consider awarding above the maximum in exceptional circumstances (for example, where the cost of attendance is high due to the location of the festival or market).

Your budget must include a minimum of 10% match funding of cash or in-kind contribution.

## When can I apply?

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Applications are accepted on a rolling basis. There are no deadlines, however, decisions will take up to four weeks from the date we receive your application form. Therefore, you should apply no later than four weeks before the festival or market. If you apply later than four weeks before the festival or market your application may be deemed ineligible.

## How long will it take to get a decision on my application?

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Decisions will take up to four weeks from the date we receive your completed application form.

# Assessment Criteria:

## what to consider before applying for Market and Festival Attendance Funding

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### Market attendance:

You should be able to demonstrate that your project is at an appropriate stage of development and is ready to be presented to potential financiers, sales agents and distributors. You should consider who you intend to meet and we will require you to submit a report detailing the outcomes of these meetings upon your return.

### Film Festival attendance:

We recognise BAFTA qualifying film festivals and Academy Award qualifying festivals, and we will support attendance at international festivals where your project is premiering and/or screening in competition and you can clearly demonstrate the benefits of your attendance. Exceptionally, we may consider supporting attendance at non-qualifying festivals if you can clearly demonstrate the benefits of your attendance and how these accord with the purposes of this fund.

## Equalities, Diversity and Inclusion

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As a lottery distributor and public funder, Creative Scotland is committed to addressing diversity in film and television, as outlined in our review of equalities, diversity and inclusion in Scotland's screen sector, [Equality Matters](#) (2017) and elsewhere.

A proactive approach to increasing diversity can improve screen projects creatively, fuelling innovation and creativity, and engaging audiences through a wider range of stories, perspectives and experiences. It can also benefit projects commercially, attracting wider audiences and generating greater revenues. Creative Scotland believes that true representation both on and off screen is vital for the sustainability and equity of the screen sector.

## How to apply

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### Do you need this information in alternative formats or languages, or do you need any access support?

We are committed to offering clear and accessible application processes and programmes that are open to everyone. On request this information is available in alternative formats including translations.

We offer access support to disabled applicants, tailored to individual requests. Support includes Sign Language Interpreters for meetings and scribing support for dyslexic applicants. Officers can offer advice to new applicants and support them to make an application.

The Equalities Team can offer additional one-to-one support to applicants with access requirements. Please note we will accept applications and supporting materials which are written in English, Gaelic or Scots.

For more information, contact our Enquiries Service (see Page 9 for details).

## Making an application

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Applications must be made on the Markets and Festivals Attendance Fund Application Form, which can be found at [www.screen.scot/funding](http://www.screen.scot/funding).

Completed forms should be submitted along with all supporting materials to [screen@creativescotland.com](mailto:screen@creativescotland.com).

In your application you will be asked to provide 2 written statements about your project's potential; the 'Creative Statement' should set out your project's creative profile while the 'Strategic Statement' should outline your schedule during the event and the benefits of attendance, as set out above.

# Our assessment and decision-making process

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## What happens when we receive your application?

Once you have submitted your application we will review it for completeness and eligibility. If you have not provided all of the information required, or if you do not meet the eligibility criteria for Market and Festival Attendance Funding, your application will not be assessed. You will be notified of this, and of the reasons why, by email.

Complete and eligible applications will be assessed by Screen Scotland Officers, against the criteria and priorities set out in this guidance.

Assessments will be made on the basis of the information you provide in your application form and any supporting materials submitted. We may contact you during the assessment process to seek further information about your project or clarification on aspects of the information you provide.

## How we will make our decisions?

Following an initial assessment and Officer recommendations, decisions on final awards will be taken by the Screen Scotland Team, chaired by the Director of Screen.

As with most funders, we can only fund a proportion of the applications we receive. However we will offer feedback to unsuccessful applicants to strengthen their applications in order for them to re-apply should they wish to do so. We will only accept an application for the same project if the reasons for it previously being unsuccessful have been addressed.

## Once a decision is made:

Once we have reached a decision, we will write to you to let you know the outcome of your application. If you are successful, we will send you information that tells you if there are any specific conditions of the award that have to be met before we can confirm the award. Once specific conditions, if any, have been met we will issue you with a Funding Agreement. You must note and adhere to all the terms and conditions of the Funding Agreement. At this point we will also ask you for your banking details, and agree a payment schedule and cash-flow with you, which will normally be set against agreed milestones. You will need to return a signed copy of our Funding Agreement. Once all conditions are met, we will release the first instalment of your award. If your application is unsuccessful, we will write to let you know why, and advise you of your next steps.

## Complaints Procedure:

If you are not happy with the way we dealt with your application, you can access a copy of our complaints procedure [on our website](#). Please note that you can only complain if you believe we have not followed our published process when dealing with your application. You cannot use the complaints procedure to appeal against the decision.

## Data Protection:

Creative Scotland (CS) requires some personal information about you / your organisation to consider your application for funding. Without such CS will not be able to fund your project.

If you would like to see a breakdown of the personal information CS requires, why it is required, what CS does with that information and how long CS keeps it, please refer to CS's Funding Privacy Notice available online at:

[www.creativescotland.com/privacy-policy/funding-privacy-notice](http://www.creativescotland.com/privacy-policy/funding-privacy-notice)

CS may share your personal information with third parties to comply with the law and / or for the legitimate interests of CS and / or the third parties concerned.

Where the personal information you have provided to CS belongs to other individual(s), please refer to CS's Funding Privacy Notice. You are welcome to share this Funding Privacy Statement and CS' Funding Privacy Notice with the respective individual(s).

You have some rights in relation to the personal information that CS holds about you under the General Data Protection Regulation. Information on how to exercise these rights is contained in CS's Funding Privacy Notice or you can contact CS's Data Protection Officer.

If you have any concerns with how CS has processed your personal information, you should contact CS' Data Protection Officer in the first instance, as CS would welcome the opportunity to work with you to resolve any complaint. If you are still dissatisfied, you can submit a complaint to the Information Commissioners Office.



## Help, further advice or feedback:

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If you require support, further information or have any general enquiries about the application process please contact our Enquiries Service. Our Enquiries Service will be able to advise you or will put you in contact with one of our officers.

Email: [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com)  
Telephone: **0345 603 6000\***

Lines are open 10am-12pm and 2-4pm, Monday-Friday. Voicemail is available outwith these hours. If you want us to call you back, then leave a message with your number and we'll arrange a time to call you.

Web: You can send us a message via the Creative Scotland [website](#)  
Twitter: Get in touch [@screenscots](#)

If you are a D/deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Go to: [www.contactscotland-bsl.org/public](http://www.contactscotland-bsl.org/public) for more information.

\* Please note: Calls to our 0345 number are charged at the same rate as calling national 01 or 02 numbers. Approximate charges are up to 9p per minute from landlines and between 3p – 55p per minute from mobiles. However, calls to this number are also part of inclusive allowances. Please check with your phone line provider for exact charges.



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