

**SCREEN SCOTLAND
SGRÌN ALBA**

SCREEN FUNDING

FILM FESTIVALS FUND

GUIDANCE 2018/19



Awarding funds from
THE NATIONAL LOTTERY®



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SCREEN SCOTLAND SGRÌN ALBA

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 Film Festivals Fund?

The Film Festivals Fund aims to increase the range and diversity of films available to audiences in Scotland. Projects supported through this fund should help to promote cinemagoing and cinemas in Scotland, and to raise the profile of film, especially **specialised film**.

Film festivals play an important role in bringing diverse stories, representations and audiences together. We will prioritise support for festivals that improve the diversity of film programmes and audiences, including socio-economic and geographic diversity as well as protected characteristics; and we will also prioritise support for projects that offer engagement with film in locations that have limited access to cinema.

We will also consider support for other film exhibition projects, other than festivals, that have the potential to meet these aims. These projects might include film tours, or programmes taking place over an extended period. If you feel you have a project other than a film festival which meets the aims and criteria for this Fund, please contact a member of the Screen Scotland Team to discuss in advance of an application. You can do this by emailing screen@creativescotland.com.

What can I apply for?

You can apply for a range of project costs to plan and deliver your film festival, including:

- Research and development costs
- Programme costs (such as film hire, guest speakers, workshops/masterclasses)
- Staff costs linked to the project
- Equipment/venue hire
- Marketing and publicity costs (including print, online, PR)
- Access costs (such as captioning, BSL interpretation, engagement activity)
- Monitoring and evaluation costs.

Who can apply?

This fund is open to new and existing film festivals based in Scotland and presenting programmes to Scottish audiences, and to other constituted groups that meet the aims and criteria of this fund. Individuals and non-constituted groups are not eligible to apply.

Organisations in receipt of Creative Scotland Regular Funding are not eligible to apply as a lead applicant, but can be included as partners in other projects.

If your film festival has already been funded through the Creative Scotland Open Project Fund for its 2018 or early 2019 edition, then you cannot apply to the Film Festivals Fund for the same festival. You can only apply to this fund for future iterations of your festival.

You should also be aware that we will not normally offer match funding for activity which is also supported directly by **Film Hub Scotland**.

How much can I apply for?

Awards are likely to be in the range of £5,000 - £70,000, per year of activity, depending on the scale and reach of your festival. Festivals with a strong track record can apply for support for up to two years' activity (ie a maximum of £140,000 for a two year programme).

Applications must include at least 10% partnership funding and all applications will be strengthened by higher levels of cash or in-kind match funding from other partners or the organisation applying. Only in exceptional circumstances will we consider funding up to 90% of a project budget.

When can I apply?

Applications are accepted on a rolling basis and there are no deadlines. However, decisions will take up to eight weeks and your project cannot begin during this period. Applicants are encouraged to apply at least six months before their festival is due to begin.

New film festivals are strongly encouraged to discuss their plans with us, as well as our development partners **Regional Screen Scotland** and/or **Film Hub Scotland** in advance of an application being made.

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

Decisions will take up to eight weeks from the date we receive your application and we have all the relevant information required to make a full assessment. If you apply less than eight weeks before your festival starts, your application will be deemed ineligible.

What are the key criteria we will consider when assessing an application for Film Festival Funding?

You must be able to demonstrate:

- the project has high quality programming; and
- it will be well managed and delivered; and
- it has a clear target audience and strong plans in place to reach this audience; and
- it meets a clearly identified need, or gap in provision.

What else do I need to consider?

When planning for your festival and making your application, we encourage you to think about the following questions:

- What are you hoping to achieve with your film festival? What are your key aims? What outcomes are you hoping will result in the longer term?
- Is your film festival themed around certain issues, or styles of film? Does it take place in a geographical area with limited cinema provision? Does it raise the profile of particular films or stories?
- Who do you hope will attend your film festival? How will you reach them? How will you know if they have attended, or enjoyed, your event?
- What need or demand is there for an event of this type? What evidence of interest do you have from potential audiences? (this is particularly, but not exclusively, relevant to new festivals).
- How will you continue to develop and improve your event? What have you learned from previous editions, or other events, that you will apply to the programming and management of this festival?
- How will you ensure your project is well managed?
- How will you ensure your project is properly costed, and that budgets are well managed?
- How will you make sure that your event is accessible to as many people as possible?
- How will you monitor and evaluate your film festival?

What do I need to support my application?

In addition to the application form, you should submit the following supporting materials:

- An outline of the proposed programme, and/or examples of previous programmes
- An account of the scale of the programme: target numbers of events and attendances
- A marketing plan including target audiences, and demonstrating a commitment to access and inclusion
- A detailed budget
- Confirmation of match funding (cash or in-kind) and partners
- Details of monitoring and evaluation plans
- A copy of founding legal documents (for example Articles of Association, Trust Deeds, or written constitution).

The level of information you need to provide will depend on the intended scale of your festival and the amount you are applying for.

Equalities, Diversity and Inclusion

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.

Applications for support to all screen funds will be strengthened by a specific and targeted contribution to improving diversity. The BFI's **Diversity Standards** provide detailed guidance to potential approaches.

How to apply

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 10 for details).

Making an application

Applications must be made on the Film Festivals Fund Application Form, which can be found on the Screen Scotland website:

www.screen.scot/funding

Completed forms should be submitted along with all supporting materials to **screen@creativescotland.com**

In your application you will be asked to provide a written statement about your project's potential. This statement should set out the background, vision, and need for your festival, as well as the aims of the festival and anticipated outcomes.

Our assessment and decision-making process

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 Film Festivals 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. In addition any reapplication will be treated in the same way as any other application regarding the decision making timescales – meaning that a reapplication will only be eligible if the festival is at least eight weeks away.

Once a decision is made:

Once we have reached a decision, we will email you to let you know the outcome of your application.

If you are successful, we will issue you with a Funding Agreement - confirming the award we are offering you, as well as any specific conditions that have to be met. 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 have been met we will release the first instalment of your funding award.

If your application is unsuccessful, we will email 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.

Help, further advice or feedback:

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**
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** 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.

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

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.



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