

**SCREEN SCOTLAND
SGRÌN ALBA**

CINEMA EQUIPMENT FUND

APPLICATION GUIDANCE 2019/20



Awarding funds from
THE NATIONAL LOTTERY®



ALBA | CHRUTHACHAIL

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 Cinema Equipment Fund?

This fund is for cinemas and venues in Scotland to upgrade or install cinema screening equipment.

The Cinema Equipment Fund aims to increase access to cinema and encourage resilience for film exhibitors based in Scotland. The fund will be open to film exhibitors with a year-round film programme. Film exhibition is vital to Scotland's film culture, providing a unique and focused experience for audiences to engage with film. We will prioritise cinemas and film societies that focus on **specialised film** or are in areas of low cinema provision.

This fund will support existing cinemas to upgrade first generation Digital Cinema Initiative (DCI) compliant equipment, and support venues with advanced plans for film exhibition to install new equipment.

The fund will also support community venues to upgrade or install film screening equipment (such as projector, screen, sound system and media player).

What can I apply for?

You can apply for a range of costs to cover the purchase and implementation of equipment specific to high quality film exhibition:

- Replace or purchase new portable cinema kit, including but not limited to:
 - HD projector
 - Portable screen
 - Blu-Ray or DVD player
 - 5.1 or 7.1 surround sound system
 - For further guidance on portable kit please see the **BFI Neighbourhood Cinema Equipment Guide**
- Upgrade, replace and/or purchase new DCI-Compliant cinema equipment, such as projectors or speaker systems (larger cinemas may apply for equipment for multiple auditoriums)
- Replacement screens (in-situ)
- Improve access to a wide range of content through satellite or broadband connection
- Install or upgrade access equipment such as hearing induction loops or audio description equipment.

You may also wish to contact the following organisations for further guidance and information on the appropriate type of equipment for your venue:

- **Film Audience Network Advice and Experience Service**
- **Regional Screen Scotland**
- **Film Hub Scotland**
- **Independent Cinema Office**

This fund is not intended for general venue upgrades, such as seating or box office systems. Your venue should be fully accessible, however you may apply for small building adjustments relating to the installation and running of cinema equipment and/or the provision of access. If you feel you require support for small building adjustments, please speak to Screen Scotland before applying. You can do this by emailing enquiries@creativescotland.com.

We encourage all applicants to seek new, rather than second-hand or used, equipment where possible. If successful we expect all equipment to last applicants at least 5 – 10 years.

Who can apply?

Applicants should deliver a regular programme of film exhibition in Scotland, or have a fully developed business plan and equipment plan for a new site of film exhibition. Screenings must be open to the public, and venues should have no more than 5 screens and be owned in Scotland.

We will accept applications from any constituted group offering a regular programme of film screenings. We recommend as a guide a minimum of one screening per calendar month (excluding summer breaks where applicable). We will consider applications from venues which don't currently offer a regular film programme but are looking to incorporate regular film screenings into their public offer. In order to be considered eligible we would expect to see a clear business model for this activity, and a strong plan for programming and audience engagement. If you are unsure of your eligibility, please contact Screen Scotland by email to enquiries@creativescotland.com to discuss your plans.

Organisations currently in receipt of support through our Regular Funding Organisations (RFO) programme will be able to apply to this fund, however RFOs should discuss their plans with their lead officer before making an application.

Who cannot apply?

You will not be eligible to apply if you do not offer (or plan to offer) regular film screenings to the public. This includes venues which offers screening rooms for private hire and student film clubs.

How much can I apply for?

Screen Scotland will offer two levels of award:

For community venues, we anticipate awards of up to **£25,000**.

For venues running DCI-compliant equipment, we anticipate awards being up to **£100,000** to allow for installations in multiple auditoriums.

The total allocation for this fund is **£1.6m**, until the end of March 2020.

Your application may be strengthened by evidence of match funding.

When can I apply?

The remaining deadlines for this fund in 2019/20 are:

Tuesday 24 September 2019

Tuesday 28 January 2020

Please note, you can submit your application at any time up to and including the deadline dates. Any application received after the September deadline date will be considered for the January deadline.

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

Decisions will be made eight weeks from the deadline date. Equipment cannot be purchased before we are able to fully assess and make a decision on your application. Any application for activity which begins before the decision date (see 'Timelines' on Page 11) will be considered ineligible.

What are the key criteria we will consider when assessing an application for Cinema Equipment Funding?

All applications must be able to demonstrate that they:

- Currently deliver, or have detailed plans to deliver, a regular film exhibition programme with a commitment to specialised film; and
- Have a clear plan for reaching and engaging audiences
- Have fully accounted for accessibility within their plans.

In addition, applications over £25k must be able to demonstrate:

- A clear business model (including, for example, staff structure, income/expenditure including ticket pricing and predicted admissions, maintenance, insurance); and
- Evidence of suppliers as needed; and
- Your project should be ready to begin (i.e. start installation of equipment) within six months of receiving an award, unless otherwise agreed in advance with Creative Scotland
- How you will contribute to and support the wider screen sector in Scotland, for example by working with festivals or by presenting films by Scottish filmmakers.

What else do I need to consider?

Please note that payments will be made on submission of receipts or invoices for equipment, in proportion to Screen Scotland's percentage of your total budget. If you are VAT registered, you cannot claim VAT as part of your award.

When planning for your project and making your application, we encourage all applicants to think about the following questions:

- Do you have a clear business and/or cultural case for increasing audiences and/or cinema provision?
- How will you ensure your project is well managed?
- Will the kit be covered by your existing insurance policy?
- Will the kit be stored securely? This is especially important if applying for portable kit.
- Have you ensured that all reasonable steps have been taken to ensure value for money when buying goods, assets and services?
- Will this support allow you to show more films, or an increased programme of **specialised film**?
- How will you ensure your programme is accessible to as many people as possible?
- How will you monitor and evaluate the work?
- When thinking about the 'Community Impact' of your project, please consider the following:
 - What partners am I working with? (these may include festivals, arts organisations, local businesses, or training providers)
 - Have I considered the demand for and provision of cinema in my area?
 - Will new equipment bring any employment, training and/or development opportunities?
 - Will this funding help support the wider Scottish film sector (for example filmmakers, festivals, distributors, etc)?

In addition, applications over £25k should also consider the following questions:

- Have you surveyed a range of suppliers to provide different quotes for the work?
- Do you have evidence of how this support will help meet audience demand?
- Have you budgeted for and/or considered the following:
 - Maintenance
 - Security
 - Insurance
 - Training costs relating to new equipment.
- How will you ensure your project is properly costed, and that budgets are well managed?

You must also ensure that you comply to with all relevant legislation in developing and delivering your project. This may include, but is not limited to, planning permission, listed building consent, landlord approvals, building regulations, licensing.

What do I need to support my application?

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

- A detailed budget for the proposed work. Please note, if you are VAT registered you cannot claim VAT as part of your award
- Details of monitoring and evaluation plans
- A copy of your constitutional documents and Equal Opportunities Policy
- A proposed screening programme for new venues or example of previous programme for existing venues
- Engagement Plan including target audiences, and demonstrating a commitment to access and inclusion
- Project plan for purchase and installation of equipment.

In addition, applications over £25k must provide:

- Evidence of at least three like-for-like quotations
- Details of suppliers
- Insurance policy, updated if necessary.

State Aid

State Aid rules are set by the European Commission (EC) for all member states and will remain in place following Brexit. Ignoring the rules can lead to the EC viewing the aid as unlawful and possibly subject to repayment by the aid recipient. All of Creative Scotland's income originates from public funds (Scottish Government and National Lottery) and can therefore potentially be State Aid. Creative Scotland therefore must be mindful of the State Aid regulations before awarding any funding or making any commitments relating to payments.

Further details are available on the Scottish Government website [here](#).

Equalities, Diversity and Inclusion

As a Lottery distributor and public funder, Creative Scotland and Screen Scotland are 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. We believe 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?

Creative Scotland / Screen Scotland is 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 14 for details).

Making an application

Applications must be made on the Cinema Equipment 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

Timeline

Closing date for applications

Tuesday 24 September 2019
Tuesday 28 January 2020

All applications will be notified of decisions by Tuesday 19 November 2019 (for September deadline) and Tuesday 24 March 2020 (for January deadline)

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 Screen 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 made at a panel meeting including officers from Creative Scotland and Screen Scotland, and 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. 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 email you to let you know the outcome of your application.

If you are successful, we will send you your Funding Agreement, detailing any specific conditions of award, which are required to be fulfilled before cashflow commencement. You must note and adhere to all the terms and conditions of the Funding Agreement. On receipt of the Funding Agreement we will also ask you for your banking details. Please note that payments will be made on submission of receipts or invoices for equipment, in proportion to Screen Scotland's percentage of your total budget. If you are VAT registered, you cannot claim VAT as part of your award.

If your application is unsuccessful, we will email to let you know why, and advise you of any next steps if applicable.

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**

Facebook: We are at **www.facebook.com/CreativeScotland**

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 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 Privacy Notice. You are welcome to share this Privacy Statement and CS's 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 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's 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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