**Cinema Equipment Fund FAQs**

**Would applicants be able to resubmit an unsuccessful application?**

The Cinema Equipment Fund had its initial deadline for applications on 23 April 2019 – with further deadlines on 24 September 2019 and 28 January 2020 and anyone unsuccessful in their first application may be able to reapply, dependent on feedback from the panel.

**Can I make a second application if my first one is successful?**

You should apply for all the equipment you need in one application. The maximum award to any organisation over the course of the programme will be £100k, regardless of how many applications are submitted.

**How will the funds be split?**

Funds will be split as evenly as possible across the three deadlines between April 2019 and March 2020, so you can submit an application at the deadline that is most suited to your organisation’s needs. Decisions at each deadline will be made based on the strength of applications received. However, we will not know the level of demand for these funds until applications have been received.

**Can I apply for building adjustments?**

We understand that small building adjustments may be required to accommodate new cinema equipment, or to improve disabled access - and we will consider all reasonable adjustments within an application. However, general building upgrades will not be eligible for support from this fund. Any applicants who think that they may need to include costs for small building adjustments to contact us in advance of submitting their application.

**I have recently upgraded my cinema equipment; can I claim this money back?**

No. Unfortunately we cannot make awards for retrospective activity or equipment already purchased before we have assessed your application.

**I am unsure if I would be eligible to upgrade to DCI-compliant equipment?**

You should have clear evidence of how DCI-compliant equipment will help you meet audience demand in your area/venue, and provide a clear business model for this development including, for example, staff structure, income/expenditure including ticket pricing and predicted admissions, maintenance, insurance. You should also outline how your film programme will be managed. Please contact a member of the Screen Scotland team to discuss if you would like to discuss this in more detail before submitting an application.

**Can Regular Funded Organisations (RFOs) apply to this fund?**

Yes, RFOs can apply to this fund, however they should speak to their lead officer before applying. Applications from RFOs will be expected to consider how this support will feed into their existing Business Plan, and will be expected to be consistent with their current cultural offer.

**What is meant by ‘a regular film programme’?**

A regular film programme is any series of film screenings that show a commitment to cinema, particularly [specialised film](https://www.bfi.org.uk/sites/bfi.org.uk/files/downloads/bfi-definition-of-specialised-film-bfi-neighbourhood-cinema.pdf). We recommend as a guide a minimum of one screening per calendar month (excluding summer breaks where applicable). In some circumstances we will consider film festivals who are looking to expand their operations, where there is a clear business case to do so, and a strong plan for programming and audience engagement.

**What do you mean by ‘specialised film’?**

The [BFI’s definition of specialised film’](https://www.bfi.org.uk/sites/bfi.org.uk/files/downloads/bfi-definition-of-specialised-film-bfi-neighbourhood-cinema.pdf) relates to those films that do not sit easily within a mainstream and highly commercial genre. This can include foreign language films, documentaries, archives/classic films, artists’ films, short film programmes, as well as films which employ unusual or undefinable genres; complex and challenging subject matter; innovative or unconventional storytelling/narrative structure; and films with stories and subjects relating to diversity.

**I am a music, theatre, visual art (or other) venue, will I be able to apply for cinema equipment?**

We will consider applications from venues which don’t currently offer a 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 we buy new cinema projection kit, is there a requirement for us to sell our old equipment, and account for this in our budgets?**

No, this is not a requirement of funding. But if your existing kit is still in good condition then it may be possible to sell your kit and include this as match funding in your application budget.

**Do I need to have match funding in my budget?**

Match funding is not essential for this fund, however cash or in-kind match funding may strengthen your application by demonstrating a commitment to the activity from your own organisations, or partners.

**Should I be trying to make the most cost-effective purchases?**

You should research the most appropriate equipment for your venue, and seek specialist advise where required. We expect all equipment should last at least 5-10 years.

**Who can I speak to for help in deciding on what equipment we need, and for help in filling out this application?**

If applying for portable cinema kit, you might want to consult the [BFI Neighbourhood Cinema Equipment Guide](https://www.bfi.org.uk/neighbourhoodcinema/your-screening-equipment-options). Other organisations that may be able to offer guidance include:

* + [Film Audience Network Advice and Experience Service](http://www.adviceandexperiencescheme.com/all-advisors.html)
	+ [Regional Screen Scotland](https://www.regionalscreenscotland.org/)
	+ [Film Hub Scotland](https://www.filmhubscotland.com/)
	+ [Independent Cinema Office](https://www.independentcinemaoffice.org.uk/advice-support/how-to-start-a-cinema/)
	+ [Cinema For All](https://cinemaforall.org.uk/)

**Can I include delivery and/or installation costs within my application?**

It will be possible to include the cost of delivery and/or installation in your application to the Cinema Equipment Fund. If you are including installation, we will expect to see a quote from a trusted specialist company or individual. We will expect delivery and/or installation to be covered in the project plan accompanying your application.

**Can I apply for training to learn how to use new cinema kit?**

No, unfortunately this is not something that can currently be covered by the Cinema Equipment Fund.

**Can I apply for equipment to improve accessibility at my screenings?**

Yes. The accessibility of screenings is extremely important. If you are a new venue for cinema you should include accessibility equipment in your application. If you are an existing cinema venue, you should consider how accessibility can be improved.

**Can we apply for equipment that allows us to deliver a mobile or touring cinema programme – and would this include purchase of a vehicle/transport to support this activity?**

Yes, you may apply for mobile and touring cinema kit as part of this fund. However, costs for vehicle/transport for the equipment are not eligible as we would expect these to be included as part of your regular business activities.

**What evidence do you require with regards to insurance and storage/security of the equipment, post-purchase?**

For new cinema venues, you should submit an (updated) insurance policy which includes cover for cinema equipment along with your first invoices.

If you are purchasing portable equipment you should outline how your equipment will be securely stored within the ‘Strategic Statement’ section of the application form.

**What should my Project Plan include?**

The detail required will vary depending on the scale of your project, but it should include key dates for the project, who will lead the project for your organisation, and what suppliers you will use, how the equipment will be used, maintained, insured, and any training required. If this information is contained within the Application Form, please indicate where it can be found in Section F: Supporting Materials.

**Do I need to include a budget as well as a quote?**

If you are submitting three quotes, you should indicate your preferred supplier. If all the project costs are included in the quote, there is no need to include a separate budget, but you should indicate that this in Section F of the Application Form: Supporting Materials. If you are using a number of suppliers, or have costs that are not covered by the quote, you should include a separate project budget.

**Do I need to submit a separate Marketing Plan?**

The detail required will vary depending on the scale of your project. However, if you have included your Marketing Plan within the Application Form, please indicate where it can be found in Section F: Supporting Materials.

**Do I need to submit a separate Monitoring and Evaluation Plan?**

The detail required will vary depending on the scale of your project. However, if you have included your Monitoring & Evaluation Plan within the Application Form, please indicate where it can be found in Section F: Supporting Materials.

**What information do you need about suppliers?**

If you have provided quotes from suppliers, you should indicate your preferred supplier. If you are applying for up to £25,000 and have not supplied a quote, please tell us the supplier/s you plan to use.