

# How to apply for money from the Screen Scotland Film Festival and Screening Programme Fund



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## What is this fund for?



Screen Scotland is part of Creative Scotland and gets money from the Scottish Government and the National Lottery.

This fund will support organisations who want to produce film festivals and screening programmes in Scotland.



The £600,000 fund will:

- fund festival and screening activity that is:
  - different and new
  - high-quality
  - valued by the communities it reaches
- make sure more people can take part in film festivals

## Who can apply for funding?



This fund is open to new and existing organisations based in Scotland and producing film festivals and screening programmes for audiences in Scotland, including online.



New festivals or exhibitors are encouraged to contact us to discuss your project before applying.

If you have any questions before applying please email us on:  
[enquiries@creativescotland.com](mailto:enquiries@creativescotland.com)

## Who cannot apply?



- individual people
- groups that do not have a **constitution**

A **constitution** is a written document that sets out how an organisation or group works.



- organisations outside Scotland  
If you are based outside of Scotland we need you to be working with a partner based in Scotland and for them to lead on the application.



- organisations or businesses:
  - that do not have a UK bank account
  - that owe money

- groups that are Regular Funded Organisations that already get money from Creative Scotland

They can be included as partners in projects.

# What information do you need to give us in your application?



In your application you will be asked for information about:

- your organisation and team
- the activity you want to do including:
  - what it will be and where it will happen
  - financial plan – how you will spend the money
  - who your audiences will be and how you will reach and involve them
  - the accessibility of your activity
  - that your activity is new and different
  - what is your most important work and how it fits with Equalities, Diversity and Inclusion aims
  - if your activity is good for the environment

## Along with the completed application form this information is needed:



- confirmation of your submission to the [BFI Diversity Standards – Screen Scotland pilot](#)



- a planning document about your activity
- a marketing plan – how and when you will tell people about what you are doing
- your Equal Opportunities Policy (and Equalities, Diversity and Inclusion Action Plan if you have one)
- a budget and finance plan – how you will be spending money



- a policy to show how you will keep people safe from COVID-19



- a risk assessment using the [template on the fund's webpage](#)

# What work do we think is most important?

We want to fund work that:



- creates welcoming spaces and experiences where new, different and high quality creative work can be enjoyed and many different people can take part in it or watch it



- gives support to organisations who:
  - look after the safety and security of their staff
  - spend money well
  - treat workers fairly
  - have good rules about how their organisation works
  - have good accessibility



- has projects and programming for communities who have little or no access to film culture



- delivers activity that responds to the needs, interests and lives of the community – involving them in planning and delivery

## What activity can the fund support?



You can apply for a range of project costs including:

- ways to change and grow your organisation like raising money
- research and development
- staff costs linked to the project

We expect you to treat your staff fairly

- staff training and professional development
- consultations and ways to get people involved in planning
- work that helps you to understand what makes it difficult for people to attend or take part in activities
- programme costs – like film hire, guest speakers, workshops
- costs of hiring equipment or a building
- access costs like embedded and/or remote captioning, British Sign Language interpretation, Audio Description



- marketing and publicity costs – the ways you tell people about your work
- evaluation - ways to check if your work is going well
- safeguarding costs – ways to keep people safe



Money spent before our funding is agreed is not eligible for support.

## How much can I apply for?



This fund has a £6 hundred thousand budget for 2022.

We are expecting to make individual awards between £10 thousand and £60 thousand.



Applications must include at least 10% cash from other funding resources.



We will not be able to fund all applications we receive.

## When can I apply?



Applications can be made from 7 April until 31 January 2023 or until all the money has been given out.

If you are applying after June 2022 contact us first, to check that we are still accepting applications.

The application process takes 12 weeks.

All applicants should apply at least 5 months before their activity is due to begin.

This fund will only support activity which starts production work before 1 April 2023 and has public facing activity between April - June 2023.

## Where can I get advice and support?



These are organisations that have information and training courses that may help:

- [Film Hub Scotland](#)
- [Independent Cinema Office](#)
- [Regional Screen Scotland](#)
- [Creative Carbon Scotland](#)
- [UK Cinemas Facebook group](#)
- [Equalities, Diversity and Inclusion Action Plans: A toolkit](#)
- [Arts and Business Scotland](#)



- [The Fair Work Convention](#)
- [UK Film and TV Charity](#)
- [BECTU](#)
- [BECTU's guidelines on Bullying and Harassment](#)
- [Screen Skills Careers, jobs and skills training in film, TV, VFX, animation and games – ScreenSkills](#)

## Equality, Diversity and Inclusion

Screen Scotland is following the BFI Diversity Standards.



Diverse means having a mix of different kinds of people:

- men and women
- young and old people
- people of different ethnic backgrounds
- people from both poor and more wealthy backgrounds
- disabled and non-disabled people



The British Film Institute Diversity Standards are rules and ways to make sure there is a mix of different kinds of people both on screen and working behind the scenes.



The Standards apply to anyone making films, or television programmes, as well as at places where there is an audience like film festivals.

Screen Scotland wants there to be more diversity in the people we see on screen and in those working in the screen industry.



Screen Scotland wants to see more people from **under-represented** groups - people we do not usually see on screen.



The BFI and Screen Scotland have added some standards to help make projects represent the Scottish population.

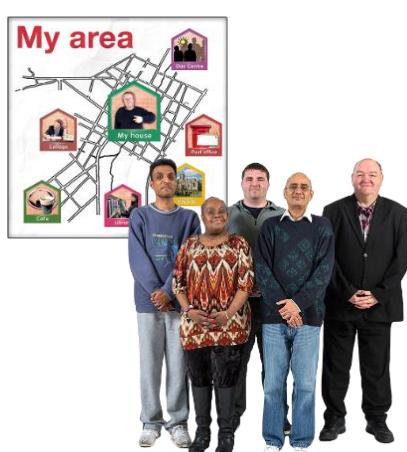
## Under-represented groups



The term under-represented groups means groups of people who are not treated fairly because they have one or more protected characteristic as defined in The Equality Act 2010.



You can find out more about protected characteristics in this [Easy Read document](#).



The BFI Diversity Standards – Screen Scotland wants film and screen projects to include more people who identify as:

- D/deaf and/or Disabled
- LGBTQIA+

and people who:

- have experience of being in the care system
- have experience of being carers
- are Gaelic speakers
- are from an under-represented ethnic group
- do not speak English as a main language
- are of Refugee and Migrant background
- live in Scotland in an under-represented area

This could be a place, region, or community.



This includes locations in Scotland that:

- have a lot of **deprivation**

A **deprived area** is one where many of the people who live there do not have:

- enough money
- choices and chances
- resources – there might not be as many public services

- are areas defined by the [Urban Rural Classification](#)

This means areas that are far from towns or cities or are difficult to get to.

The targets also want to include more people who are from a lower socio-economic background.

This means people who do not have the same choices and chances as other people.

This could be because they do not have much money or they live in a deprived area.



We would also like to get applications for projects that look at:

- provision for children and young people
- under-representation in areas that are not on this list





We expect all applicants to have accessible and inclusive venues.

## Useful resources about equality, diversity and inclusion



Inclusive Cinema

<https://inclusivecinema.org/>

The Bigger Picture

<https://www.the-bigger-picture.com/guides/>

Creative Scotland have a [toolkit about equality, diversity and inclusion](#)

## Do you need help or access support before making an application?



Please contact us if you need this information in a different format including translations.



Staff can give advice to new applicants and support them to make an application.



The Equalities Team can offer one-to-one support to applicants with access requirements including Sign Language Interpreters for meetings and scribing support for dyslexic applicants.

We will accept applications and supporting materials which are written in English, Gaelic or Scots.

## How to contact us



If you have any questions or need support, further information or support with filling in Diversity Standards questions please contact BFI by:

Email: [diversitystandards@bfi.org.uk](mailto:diversitystandards@bfi.org.uk)

Telephone: 0207 173 3273



Please contact Screen Scotland if you:

- have any other questions about Screen Scotland Funds
- need any other support or information



You can do this by:

- email: [enquiries@creativedesignscotland.com](mailto:enquiries@creativedesignscotland.com)
- fill out a [form on our website](#)
- send us a tweet @screenscots



- If you want us to phone you, give us your phone number and we will call you back as soon as we can
- If you are a Deaf British Sign Language user you can access our services with the [Contact Scotland-BSL programme](#)

## How to apply?



Applications must be made on the [Film Festival and Screening Programme Fund Application Form](#) on the Screen Scotland website.



Completed forms should be sent along with all extra information to:  
[screen@creativescotland.com](mailto:screen@creativescotland.com)

## What happens after my application is received?



When you send in your application, you will get an email confirming we have got it.

If you do not get this email get in touch with us by emailing:  
[screen@creativescotland.com](mailto:screen@creativescotland.com) as soon as possible.

## Checking your application



When you have sent in your application, a Screen Scotland staff members called an assessor will check if it meets the rules for Screen Scotland funding.



We may contact you to ask for more information if we need it.

If your application to the BFI Diversity Standards does not pass then Screen Scotland staff will get in touch to talk about this with you.



The assessor will make a recommendation about your funding.

If they decide that you get less money than you asked for they will let you know why.



The recommendation will be discussed and agreed by a panel made up of staff from Screen Scotland and chaired by the Director or Executive Director of Screen.



If you do not get funding, you can apply again in the same way and with the same timescales as your first application.

## Telling you what we have decided



Screen Scotland will email you when they have made a decision about your application.

They will tell you if you have met the Diversity Standards criteria.



If you are successful, we send you a Funding Agreement that says:

- how much money we are offering you
- any conditions that must be met



We will ask you for your banking details.

You must send back a signed copy of our Funding Agreement.



Payment is made in two parts:

- three quarters of your funding award when all conditions have been met
- 1 quarter of your funding award when your activity has happened and you have send us end of project paperwork.



We will publish all awards on the Screen Scotland and Creative Scotland websites.



If you are not successful we will tell you why your application was not awarded funding and can provide further feedback on request.

You can ask for a copy of the assessment of your project.

## Data Protection



To find out what we do with your personal information check our [Privacy Notice](#).



If you have any worries about what Creative Scotland does with your personal information please email: [dataprotection@creativescotland.com](mailto:dataprotection@creativescotland.com)



If you are still not happy you can complain to the [Information Commissioners Office](#).

## Complaints Process



If you believe we have not followed our published process when dealing with your application please follow our [complaints procedure](#).

You cannot use the complaints procedure to appeal against our funding decision.

## Freedom of Information



You can see how we deal with Freedom of Information requests here: [www.creativescotland.com/foi](http://www.creativescotland.com/foi)

Please see the Freedom of Information website at [www.itspublicknowledge.info](http://www.itspublicknowledge.info) for more information.