

Our fund for film festivals and screenings in Scotland



Easy read booklet
June 2023

Who we are and what this booklet is about



We are **Screen Scotland**. We help people in Scotland to make films and tv shows. We are a part of **Creative Scotland**.



We have a **fund** for people who want to run **film festivals** or **screenings** in Scotland.



A **fund** is an amount of money you can ask for.



Film festivals are events where you can watch lots of different films with other people.



Screenings are events where a film or tv show is shown to people for the first time.

About us



We do lots to help people make films and tv shows in Scotland.



We give people money to make different types of films and tv shows.



We train people who want to make films and tv shows so it is easier for them to find jobs.



We make sure Scotland has great **studios**. **Studios** are places where people make films and tv shows.



We help people in Scotland and around the world to watch Scottish films and tv shows.



We tell people how great it is to make films and tv shows in Scotland.

About our fund



You can use our fund to help you run film festivals or screenings in Scotland.



Your film festival or screening must be for **audiences** to watch.
Audiences are the people who watch your film festival or screening.



We want you to encourage **under-represented audiences** to come to your film festival or screening.



Under-represented audiences are people who do not normally come to film festivals or screenings.

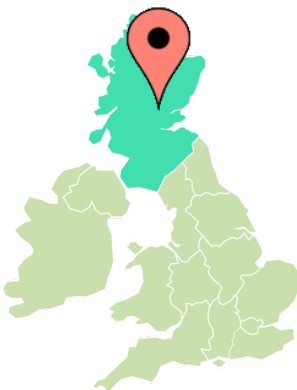
Who can apply



Any organisation in Scotland that run film festivals or screenings can apply for our fund.



Your film festival or screening must be for audiences in Scotland.

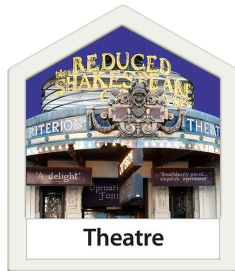


Any film festivals or screenings where people go in person must happen in Scotland.



Your film festival or screening must happen between **1 September 2023** and **31 August 2024**.

Who cannot apply



You cannot apply for our fund if

- you are one person.
- you are a **venue**. A **venue** is the place where your film festival or screening happens.
- you already get money from Creative Scotland.
- your film festival or screening is part of a school programme.
- your audience will mostly be other people who make films and tv shows.

If your organisation is not in Scotland, you can work with an organisation in Scotland and ask them to apply.

Who we want to give money to



We want to give money to organisations that know who their audiences are.



You must know how your film festival or screening will be run and how you are going to tell people about it.



You must have a good idea of what you want your film festival or screening to achieve.



Your organisation must have the right skills to plan and run a film festival or screening.

Under-represented audiences



We want you to get people who do not normally come to film festivals or screenings to come to yours.



People might not go to film festivals or screenings because of things like their age, disability or race.



You will need to think of an under-represented audience and why they would want to come to your film festival or screening.



You will need to find a way to talk to your audience and tell them about your film festival or screening.



You could ask them to help you plan or run your event.

What we care about



We want to help organisations that care about the same things we do.

**We care about
equality, diversity and inclusion**



Equality means it is easy and fair for everyone to watch or help you plan and run your film festival or screening.



Diversity means lots of different types of people can watch or help you plan and run your film festival or screening.



Inclusion means everyone has the chance to watch or help you plan and run your film festival or screening.



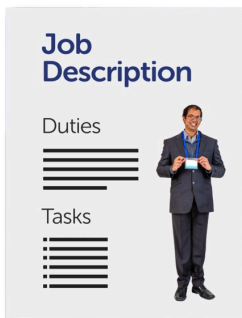
It is important that everyone in Scotland can go to places to watch and enjoy films and tv shows.



We want films and tv shows made by lots of people from around the world to be shown in Scotland.



There are people who make great films and tv shows that do not get the chance to show their work.



You could give these people jobs to help you plan and run your film festival or screening.

We care about fair work



You should treat the people who work for your organisation fairly and pay them for their work.



We care about the environment

The **environment** means everything around us including air, water, plants and animals.



We want you to think about how your film festival or screening will affect the environment in a bad way.



We want some organisations to use their film festival or screening to talk about the **climate crisis**.



The **climate crisis** means how the earth's weather is changing because we use too many fuels like oil and gas.

We care about working with others



We want some organisations to work with people outside of Scotland and to share ideas with them.

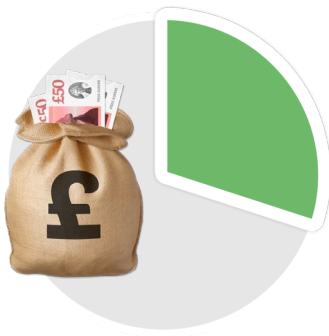
How much money you can ask for



We have a total of £600,000 in our fund.



We will give organisations between £10,000 and £70,000.



At least 30% of your **budget** needs to be your own money.



Your **budget** is how much money you have to plan and run your event.



You will need to show how you will make your own money from things like ticket sales or other ways.

2 years of our funding



Most people will get between £10,000 and £70,000 once.



You can ask for 2 years of funding which means you will get between £10,000 and £70,000 twice.



This means your film festival or screening will happen 2 times.



We think 3 to 5 organisations will get our fund for 2 years.

Who can apply

2 years of funding



You must have already shown your film festival or screening to under-represented audiences.



Your film festival or screening must happen between **1 September 2023** and **31 August 2025**.



You must have already run your film festival or screening 3 times.



Most of your film festival or screening will be **accessible** to everyone.

Accessible means everyone can come and watch your film festival or screening.

What you can use the money for



You can use money from our fund to

- train your staff and pay them for their work.



- learn more about your audience and talk to them about your film festival or screening.



- pay for a venue.



- pay for **Access costs**. **Access costs** are things that people need to watch your film festival or screening. This could things like a BSL interpreter or wheelchair ramps.



These are only a few ways you can use money from our fund.

When can you apply



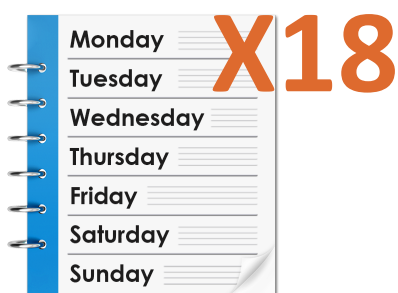
If you want your event to start in **September 2023**, apply before **midnight 10 July 2023**.



If you want your event to start in **October 2023**, apply before **midnight 17 July 2023**.



If you want your event to start in November 2023, apply before **midnight 24 July 2023**.



If you want your event to start between **December 2023** and **August 2024**, you need to apply **18 weeks before your event starts**.



The last date you can apply is **midnight 11 January 2024**.

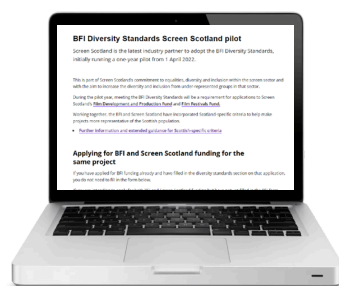
Before you apply for our fund



Before you apply for our fund, we need to make sure you follow rules called **BFI Diversity Standards**.



BFI Diversity Standards make sure you include lots of different people when you decide who will watch or help you plan and run your film festival or screening.



Go to this website to find out more about BFI Diversity Standards and to fill in an application form

BFI Diversity Standards



This application form will tell us if you follow BFI Diversity Standards.

How to apply for our fund



Go to this website to fill in your application form for our fund

[Application form](#)



You will need to tell us some information about your organisation and your film festival or screening.



Your application can be in English, Gaelic, or Scots.



Please tell us if you need help to fill in your application form.

Other information we need



You will also need to send us a

- **risk assessment.** A **risk assessment** is a list of all the bad things that could happen and what you will do if they happen.



- **financial plan** and budget. A **financial plan** explains how you will spend your money.



- **marketing plan.** A **marketing plan** explains how you will tell people about your film festival or screening and get people to buy tickets.



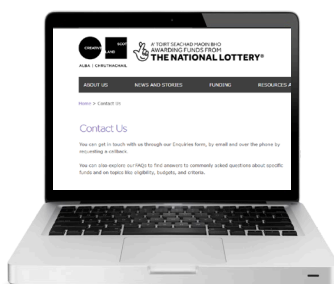
You will also need to show us you have filled in the application form for BFI Diversity Standards

Contact us



Send us an email to this address if you have any questions

enquiries@creativescotland.com



Click this link to send us a message on our website

[Contact us](#)



Go to this website if you are D/deaf and use BSL

contactscotland-bsl.org



In your application for our fund, we ask you for some information about you.



Go to this website to find out why we ask for this information and how we keep it safe

[Your information](#)