****

**Travel Bursaries for BFI Film Fund Applicants**

**Guidance for applicants**

**Note: It is important to read these notes before completing the Approval Form**

Bursaries are available to applicants who require financial assistance in order to attend meetings with the BFI Film Fund. These bursaries are targeted support for people who may need assistance with the financial costs associated with attending these meetings.

Our starting point is to believe those who say that they are in need of assistance and, in general, we do not ask applicants to provide evidence that they are in receipt of the benefits they tick on the form except in exceptional circumstances or where the claim is over £300. Please note that a random sample of bursary beneficiaries may be asked for further documented evidence.

If approved for a bursary, the applicant will receive a cheque in the post. Please note that if an applicant is unable to pay for these costs in advance, the BFI may provide advance funding to the applicant. This must be approved by the BFI in advance and indicated on the **Bursary Approval form.**

**Am I eligible?**

Bursaries are available to applicants who require financial assistance in order to travel to meetings with the BFI Film Fund. You can use this towards travel, childcare or any other expenses that may prevent you from attending otherwise.

If you have been invited to a meeting by the BFI Film Fund, you may apply for a bursary if you are in receipt of any of the following benefits:

• Income-Based Employment and Support Allowance

• Income-Based Jobseeker’s Allowance

• Income support

• Council Tax Benefit

• Child Tax Credit

• Your children have received Free School Meals (anytime in the past two years)

• Support under part VI of the Immigration and Asylum Act 1999

If you are not in receipt of the above benefits, you may still apply for a bursary if you need assistance with financial costs. In this case you will need to briefly explain why a bursary is needed in the space provided on the **Approval Form**.

**How much is available?**

There is no maximum amount that is available per person, you can apply for the amount that you require. However, the method and class of travel, along with all other expenditure costs, must be reasonably incurred. For example you must purchase the most cost-effective tickets using the most economical and practical form of transport e.g. trains instead of driving and standard class instead of first class tickets.

**How do I apply and get paid?**

**STEP 1**: Fill out the **Approval Form** and give it to your BFI Film Fund contact who will check it and submit it to the BFI Lottery Finance Committee for consideration.

**STEP 2**: The outcome of your application will be communicated to you as soon as possible by your BFI Film Fund contact.

**STEP 3**: After your meeting, you will need to fill in the **Bursary Claim Form** and attach all your original receipts.

**STEP 4**: Your BFI Film Fund contact should check and sign your form. For travel and childcare this will mean validating the date of your meeting and the start and end points of the journey.

**STEP 5**: Your BFI Film Fund contact will submit the form to the finance team to process the payment.

**STEP 6**: You will receive a cheque in the post.

**What evidence do I have to send?**

Evidence must be provided to support claims for travel expenses with your **Bursary Claim Form**. If you do not send evidence asked for you may not receive the full amount you are asking for. Evidence must be proof of payment, not just an itinerary or quote.

**Please make sure you keep all original travel receipts as photocopies will not be accepted.**

**Will the information on my form remain confidential?**

Yes. The BFI will only use the information on your form to process the claim. It will not be shared. Where it is used for statistical or reporting purposes, you shall remain anonymous.

**Notes on claims:**

Public transport The bursary can cover the cost of standard class travel to and from home. Receipts or tickets must be attached. No claim can be covered without proof of the travel.

Car travel The bursary can cover the cost of driving by car calculated at £0.40 per mile. The calculation must be shown on the form based on the return mileage from home.

Childcare Receipts/proof of payment to child-minder, etc.

In all cases, we would expect the least expensive travel route to be taken, and public transport should be used wherever possible. If public transport is unavailable or there are exceptional circumstances, please indicate this on the form.

**APPROVAL FORM**

**To be completed before you attend the meeting**. Return to your BFI Film Fund contact.

**You must complete all four parts of this form**

**PART I – CONTACT INFORMATION**

Name

Address

*(the cheque will be sent to this address unless noted otherwise)*

Contact details

*(in case we need to contact you about this claim – this could be your phone number or email address)*

Purpose of BFI Film Fund meeting: …………………………………………………………………………

BFI Film Fund contact: …………………………………………………………………………………

**PART II - REASON FOR BURSARY**

Are you in receipt of any of the following? (please tick)

* Income-Based Employment and Support Allowance
* Income-Based Jobseeker’s Allowance
* Free School Meals for your children
* Income support
* Council Tax Benefit
* Child Tax Credit
* Support under part VI of the Immigration and Asylum Act 1999

OR if you are not in receipt of the above benefits please explain why you are in need of a bursary:

**PART III- ESTIMATED COST**

**If you are claiming a travel bursary:**

Date of meeting: \_\_\_\_\_\_\_\_\_\_\_\_

Mode of transportation:\_\_\_\_\_\_\_\_\_\_\_

Estimated cost (return journey): \_\_\_\_\_\_\_\_\_\_

**If you are claiming a childcare bursary:**

Date of meeting: \_\_\_\_\_\_\_\_\_\_\_\_

Estimated cost of childcare to cover the meeting: \_\_\_\_\_\_\_\_\_\_

Total estimated cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you are claiming a bursary for any other reason:**

Type of cost:

Total estimated cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART IV- DECLARATION**

I can confirm that, to the best of my knowledge, the information provided on this form is correct. The BFI reserve the right to suspend or withdraw payments in the event of unsatisfactory attendance.

Signature of participant: Approved by BFI Film Fund contact:

**BURSARY CLAIM FORM**

**To be completed after your meeting**. Return to your BFI Film Fund contact.

Please give full details of the amount claimed. For example, if claiming train fares, please give details of the journey and how many journeys claimed. If claiming mileage, show calculation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (s) incurred** | **Details** | **Amount** | **Receipt attached (Y/N)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Total amount applied for**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I CERTIFY THAT THE ABOVE EXPENDITURE WAS INCURRED IN RELATION TO MY BFI FILM FUND MEETING

Signature of applicant:

TO BE COMPLETED BY THE BFI FILM FUND CONTACT

I certify that the above journeys were authorised and undertaken by this applicant

Signature of BFI Film Fund Contact:

…………………………………………………………