



# FILM FESTIVAL FUND GUIDELINES

Making an application to the

## **FILM FESTIVAL FUND**

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# INTRODUCTION

In our forward plan Film Forever<sup>1</sup> we outline how we intend to encourage people to build a life-long relationship with film, to help create audiences for a broader range of films across all platforms and to ensure that film culture can be accessed and enjoyed by everyone across the UK. Our plans for 2013-17 contain a range of interlinked strategies to help us achieve these aims.

At the heart of our plan is the BFI Audience Fund which is a significant investment of £38 million over four years to boost audience choice and growth across the UK. An underlying principle of the BFI Audience Fund is that successfully maximising audience reach, increasing breadth of content and enhancing depth of engagement requires a mixture of support at grassroots level and strategic initiatives across the UK.

The five components of this investment are: the BFI Film Audience Network, the Programming Development Fund, The Distribution Fund, BFI Neighbourhood and the Film Festival Fund.

Film Festivals are a key part of our cultural infrastructure. We believe they have the potential to make a substantial contribution to the attainment of the BFI's three strategic priorities for 2013-2017 as set out in Film Forever. They offer enhanced

opportunities for audiences to engage with a wide diversity of British and international stories, celebrating and reflecting the rich diversity of life in the UK and beyond. They provide an environment which stimulates debate around, and engagement with, this broad range of film and film culture. With the experiential and event driven nature of many festivals, they also have a particular appeal to younger audiences, and have the potential to enrich the activities and learning opportunities which are delivered by our partner Into Film.

Film festivals also have a strong role to play in supporting independent British filmmaking. They offer a public showcase of work that might not otherwise be seen by audiences, and raise the profile of British film across the UK and internationally. Festivals can also facilitate important networking opportunities providing connections to the international marketplace.

Additionally, festivals are well-placed to take advantage of our strategy to make film heritage more widely available. Access to our rich film heritage will aid festivals to create distinctive programming strands offering audiences regionally and thematically specific material, challenging assumptions, and enabling the contextualisation of British films and talent.

1. See [bfi.org.uk/about-bfi/policy-strategy/film-forever](http://bfi.org.uk/about-bfi/policy-strategy/film-forever) for information on Film Forever

## ABOUT THE FILM FESTIVAL FUND

The Film Festival Fund has been allocated funding of £1 million per year to support film festivals across the UK during the period from April 2013 to March 2017.

This Fund is aimed at supporting a broad range of audience facing film festival activity in the UK, from community provision to sustaining the ambition and reach of those festivals that are of UK or international significance. We intend to support a portfolio of film festivals across the UK that will deliver a vibrant and diverse range of specialised and independent British film, showcase a complementary range of genre specialisms and reach diverse audiences.

Reflecting our strategic priorities for 2013-17, the BFI Film Festival Fund seeks to ensure:

- Greater audience choice and a more diverse range of film content
- Increased and more diverse audiences for specialised and independent British film
- Enhanced audience engagement with film culture
- Contribution to and engagement with the work of the BFI Film Audience Network
- Engagement with underserved audiences

- Alignment with the BFI's and other film education initiatives such as Into Film
- Alignment to the BFI's Unlocking Film Heritage strategy<sup>2</sup>
- A positive profile for UK film on the international stage
- Greater industry networking opportunities and connections to the international marketplace
- Optimised sponsorship potential using Lottery funds as leverage
- Sustainability after this Fund comes to an end in 2017

In selecting which festivals to support we will prioritise those that can demonstrate year on year increase in audience reach; offer a high quality cultural programme; and provide audiences with enhanced opportunities to engage with specialised and independent British cinema.

2. See [bfi.org.uk/supporting-uk-film/funding-organisations/unlocking-film-heritage-digitisation-fund](http://bfi.org.uk/supporting-uk-film/funding-organisations/unlocking-film-heritage-digitisation-fund) for information on Unlocking Film Heritage

# BFI DIVERSITY STANDARDS

The BFI's definition of diversity is to recognise and acknowledge the quality and value of being different.

We believe that in order to have a healthy, resilient and world-class film industry we need to invest in, develop and present the best talent we have in the UK. This means that diversity sits at the heart of our decision-making. We recognise the ability of diversity to raise the bar and set the standard, and one of our funding priorities is to support projects that seek to increase the diversity of the UK's film industry.

We have developed the [BFI Diversity Standards](#) to gauge the ability of projects to contribute to these aims. We ask applicants to embrace these Standards and explore the implications and opportunities of working with a more diverse workforce, not just for their productions but for the industry as a whole. More information about the BFI's commitment to diversity can be found on the BFI website at [bfi.org.uk/diversity](https://bfi.org.uk/diversity)

Applicants for Lottery funding are asked to demonstrate how their projects will tackle under-representation in relation to disability, gender, race, age, sexual orientation and socio-economic status.

At application stage you will be asked to outline how your project seeks to respond to the BFI Diversity Standards. Successful applicants will need to send us a report following the conclusion of their projects, evaluating how they delivered in practice against their aims for diversity.

# CAN I APPLY?

You can apply if you are a properly constituted organisation, that is a:

- Limited Liability Company, Limited Liability Partnership or Community Interest Company registered at Companies House
- Local authority or similar statutory body
- Charity or trust registered with the Charity Commission (including UK universities)
- (If not registered with the Charity Commission), higher education institute (including a university) that is principally regulated by one of the Higher Education Funding Bodies (being the Higher Education Funding Council for England, the Higher Education Funding Council for Wales, the Department for Employment and Learning Northern Ireland and the Scottish Funding Council) provided that your festival will be wholly open to the public (and not restricted solely to students)

We may, at our discretion, permit further education corporations (including further education or sixth form colleges) to apply provided they are principally regulated by one of the Higher Education Funding Bodies and that the festival will be wholly open to the public (and not restricted to students). If you fall within this category please contact us (at [filmfestivals@bfi.org.uk](mailto:filmfestivals@bfi.org.uk)) to discuss your eligibility before submitting an application.

Applications must be submitted by the organisers of the festival and relate to a festival taking place within the UK.

## **UK festivals based outside England**

This Fund is open to film festivals across the UK. However, given the existence of alternative funding schemes run by our partner agencies in the nations (Northern Ireland Screen, Creative Scotland and Ffilm Cymru Wales) the BFI will prioritise festivals that are based in England. In certain circumstances, where it is clear that an allocation of funding from the BFI can achieve added value, we may provide additional support for festivals based elsewhere in the UK. Such festivals will need to demonstrate financial support from their local agency and provide a statement which makes the case for additional BFI funding.

### **Who cannot apply?**

Applications from the following will not be eligible:

- Individuals
- Unincorporated organisations or unregistered partnerships
- Organisations based outside the UK
- Film festivals which take place outside the UK

# WHAT CAN I APPLY FOR?

The Film Festival Fund has two priorities which will be addressed by two strands of funding. All festivals that are supported by the BFI must meet one of these priorities and the strand will also determine the maximum amount of funding available from BFI to each festival. Most UK festivals will be supported under Strand 1.

## **Strand 1 – supporting film festivals of regional/local significance or which address a specialist theme**

**Priority:** to support audience development activity at film festivals which offer a strong cultural programme and which serve regional/local audiences or which may have a particular specialist theme enabling them to reach audiences from further across the UK. Such festivals are usually focused on audiences rather than industry and do not generally attract industry delegates. New festivals can be supported under this strand as long as they demonstrate a clear cultural vision which seeks to bridge a gap in provision in terms of audience, subject matter or genre. The need for a new festival should be demonstrated by audience analysis and plans must evidence the financial viability of the festival.

As a guide, awards under Strand 1 will generally be between £5,000 and £15,000, with an upper limit of £50,000. If you wish to apply for more than £15,000 your proposal will need to address and meet all points under the assessment criteria below (in particular Criterion A).

## **Strand 2 – supporting film festivals of UK wide or international significance**

**Priority:** to support audience development activity at UK film festivals which have an international or UK-wide reach and profile, enhancing opportunities for the UK film industry nationally and internationally, as well as further increasing audience choice. New festivals will not be supported under this strand.

If you intend to apply to Strand 2, you will need to discuss your proposed application (and the funding request which we assume will be over £50,000) with us before applying, in order for us to confirm whether you are eligible to apply to this Strand. Please email us at [filmfestivals@bfi.org.uk](mailto:filmfestivals@bfi.org.uk). If we receive an application under this Strand that has not been discussed with us we will have to reject it automatically.

For both strands, applications should be limited to a request for funding for the next edition of your festival only. You can re-apply for future editions the following year (whether you have been successful initially or not). We may, at our sole discretion and in exceptional circumstances, elect to offer funding for more than one edition of a festival. Our decision to offer such funding for multiple editions will be based on evidence that the festival delivers strongly against all BFI Film Festival Fund objectives.

## WHAT CAN BE FUNDED?

Funding from the BFI can be used towards costs relating to audience facing activities at your festival including the following:

- Publicity and marketing (e.g. programme production, website)
- Film hire and transport
- Screenings and events for the public
- Screenings, events, masterclasses, symposia etc. for film companies or filmmakers
- Staffing directly relating to the delivery of the festival
- Office costs and overheads directly relating to the delivery of the festival
- Venue hire for screenings and events
- Filming of events
- Festival operations: stage management and security, furniture and minor equipment replacement
- Monitoring and evaluation activity

## WHAT WILL NOT BE FUNDED?

Our funding cannot be used to support the following:

- Capital expenditure (except in relation to minor equipment replacement)
- Year round activity associated with a film festival
- UK film festivals taking place in Wales, Northern Ireland or Scotland that have not also secured funding for this edition of their festival from Ffilm Cymru Wales, Northern Ireland Screen or Creative Scotland (as appropriate)
- Festivals which are film-making projects or are predominantly a showcase for locally made films – amateur or professional
- Festivals with little or no audience development objectives
- Festivals which are primarily a showcase for student work
- Festivals with programmes that are focussed on other art forms, such as opera, literature, dance on film, poetry, or artists' moving image (i.e. within the remit of the Arts Councils)

Your application should specify how an award from the BFI will be spent (i.e. on what activities within the festival) and what difference this investment will make to the audience development activity that your festival intends to deliver.

## **PARTNERSHIP FUNDING**

We will need to see that your proposal is financially viable. The budget should set out both income and expenditure. Income can include earned income (such as box office) but should provide clear evidence of significant partnership funding. This should include sponsorship (cash and/or in-kind), grants or income from other public sources (we would not normally consider supporting a festival that does not have any such third party support). Up to 10% of partnership funding can be by way of in-kind support from your own organisation (such as that relating to festival delivery, venue hire, speaker's time). Whilst we do not set a minimum percentage target for other income your application is more likely to be successful if you can demonstrate third party interest in the festival as evidenced by sponsorship or grants.

# HOW DO I MAKE AN APPLICATION?

The Film Festival Fund is a 'rolling application' Fund and we will accept applications throughout the year.

Applications need to be submitted at least 5 months, but no more than 10 months, before the start date of your festival. For example, if your festival takes place on 1 August you will need to make an application by 1 March.

Please note that for both strands we will require up to 12 weeks from the date that you submit your application to process applications and to let you know our decision. Please bear this timeframe in mind when planning your application. For example, if you submit an application on 1 March, we will let you know the outcome by 1 June.

- 1 Please read these Guidelines before making an application
- 2 Please decide which strand of the Film Festival Fund you are applying to
- 3 If you think you should apply to Strand 2 contact us to discuss your proposal before you make an application and within sufficient time to receive a response as to whether you are eligible for this Strand: [filmfestivals@bfi.org.uk](mailto:filmfestivals@bfi.org.uk)

- 4 Please complete an online application at [bfi.org.uk/filmfestivalfund](https://bfi.org.uk/filmfestivalfund) together with the required supporting documents

If you have been in receipt of an award from the BFI for previous editions of your festival and you are requesting a higher award than previously allocated, you will need to robustly justify the proposed increase. Again, we strongly advise that you contact us to discuss your request for an increase before making such an application ([filmfestivals@bfi.org.uk](mailto:filmfestivals@bfi.org.uk)).

The aim of the application process is to enable us to understand your relevant experience and the plans for your festival. We will need to see evidence of a clear plan for your festival which fits with our aims and objectives, and evidence that you have the organisational capacity to deliver this plan.

We will not be able to fund every festival that applies to us. If your request for funding is considered to be disproportionate to the scale of your activity then it is less likely to be successful.

## **Making an application online**

To apply for funding you will need to complete an application online

[bfi.org.uk/filmfestivalfund](https://bfi.org.uk/filmfestivalfund)

When first using the online application tool you will need to create an account: this allows your applications to be saved and reviewed before submission. Once the account is set up, future applications will be pre-populated with your contact details. You will be able to access all your past online applications and in-progress applications at any point by logging into your account.

## **Contents of the application**

The application form will ask you for basic information regarding your festival including your contact details, a brief description of your festival and your festival's governance and management structures. You will also be asked to upload a number of supporting documents. Where a template is provided for sections of information please ensure that you use that template to complete the relevant part of your application.

## **BFI Diversity Standards form**

As part of your application, we ask you to complete a BFI Diversity Standards form. You should use this form to describe your plans and intentions for diversity in your project, responding to the [BFI Diversity Standards](#). This means detailing how you will address industry under-representation in relation to disability, gender, race, age, sexual orientation and socio-economic status.

If your plans are not fully developed at the point of application, then please state the stage you are currently at and explain how you will turn your aims into actions. If we are interested in supporting your project we are likely to ask you to further develop your ideas before we can make a funding decision.

If your team or organisation has a long-standing commitment to diversity, enabling you to meet the BFI Diversity Standards by continuing your current practice, your application should outline how you will build on past achievements and show leadership to the wider industry.

Please note that the information provided by applicants within their Diversity Standards forms will be anonymised and used to help inform future funding decisions, research and strategy.

## SUPPORTING DOCUMENTS

### **Activity Plan (template provided)**

This will form the core of the application and should provide a detailed description of the festival and include clear information on what specific activities are to be funded through an award from the BFI. Within the Activity Plan you should aim to demonstrate that your festival is growing year on year; that it offers a broad and high quality cultural programme; and that it shows enhanced opportunities for audiences from diverse backgrounds to engage with specialised and independent British cinema.

When completing the Activity Plan, please bear in mind the Assessment Criteria (see below). The amount of funding actually offered by BFI will be commensurate to the achievement of these criteria.

### **Income and expenditure budget (template provided)**

Applicants will need to provide a balanced income and expenditure budget for the forthcoming festival mapped against spend on the last edition of the festival (unless your application is in relation to a new festival).

As requested on the template please identify whether income is secured or not and if it is cash or in kind. We need to understand which expenditure is to be covered by an allocation of BFI funding, so use the correct column to identify which expenditure is 'BFI Cash' and which is 'Non-BFI Cash'.

Using the notes column please include as much detail as possible on how each of your figures were determined.

### **Festival Summary & KPIs Table (template provided)**

For new festivals, please use target festival data to complete the 'forthcoming edition – anticipated' column. For all other festivals please provide the requested KPIs for the previous three editions of your festival (where applicable), together with your proposed KPI targets for this forthcoming edition.

### **Programme**

Please provide a copy of your programme from the most recent edition of your festival. In the case of a new festival, please provide as much detail as possible of your proposed programme.

### **Strategy**

Please provide a detailed strategic plan. This should cover the period from application to end of the current financial year and include: aims and objectives; key targets for that period; audience development plans; a diversity strategy; monitoring and evaluation plans.

## **Financial Information**

For requests of £15,000 and over, please provide your most recent audited accounts and a copy of your most recent full management accounts for this financial year including end of year projections for income and expenditure.

## **For festivals based in Northern Ireland, Scotland or Wales:**

In order to receive support from the BFI Film Festival Fund you must be able to demonstrate a funding commitment from Northern Ireland Screen, Creative Scotland or Ffilm Cymru Wales (as applicable). This should take the form of a letter from your agency which must include confirmation of its intention to fund your festival. This letter should also include a specific statement of support for your film festival, indicating that in the agency's view there is a clear rationale for seeking additional funding from the BFI and highlighting what additional impact the investment will make.

As part of the Activity Plan you will also be asked to provide a short statement (no more than 300 words) to explain why you believe an allocation of funding from the BFI would enhance your festival in order to achieve greater impact in scope, scale and audience reach.

*Please ensure that you include everything we ask for but do not attach documents that have not been requested. If we require further information to help us assess an application we will request it.*

# WHAT HAPPENS TO MY APPLICATION?

Upon completing your application you will receive an automatic response confirming your application has been submitted. The BFI will then confirm via email that the application has been received and provide the unique reference number (URN) that has been assigned to it.

## Eligibility

All applications are assessed for eligibility. If your application is not eligible we will notify you by email.

If your application is eligible, it will be assessed against the assessment criteria by members of the BFI Audiences team and other BFI staff as appropriate. We may also use external assessors and consult other agencies, strategic partners and independent specialists.

## Assessment criteria

All eligible applications will be assessed against the following criteria:

### A. Contribution to BFI strategic objectives

- Does the festival contribute to greater audience choice?
- Does the festival increase audiences for specialised and independent British film?
- Does the festival contribute to a greater diversity of audiences?

- Does the festival enhance opportunities to engage with film culture?
- Does the festival contribute to objectives for education and film heritage?
- Does the festival address issues of accessibility? (e.g. subtitled screenings, improved wheelchair access, etc.)

### B. Public value - the impacts of the festival: cultural, social and economic

- What level of public audience will benefit from the festival?
- Are these projected audience numbers appropriate and realistic?
- Does the festival offer audiences enhanced opportunities to experience or learn about a type of film to which they would not otherwise have access?
- Does the festival contribute to or align with relevant local, regional or national strategies?
- Is the festival achieving year on year growth appropriate to its context and potential?

### **C. Strength and quality**

- Does the festival demonstrate creative flair, ambition and quality?
- Does the festival demonstrate strong programming vision?
- Does the festival promote diversity in content, audiences and/or provision?

### **D. Delivery and management**

- Are the necessary resources in place?
- Has the applicant demonstrated the capacity to successfully deliver the festival?
- Are the projected outputs and outcomes realistic and achievable?
- Does the festival demonstrate effective and useful delivery partnerships, either new or existing?
- How robust are the festival's monitoring, reporting and evaluation mechanisms?
- Are risks sufficiently considered and mitigation plans in place?
- Are plans in place to enhance accessibility for disabled audiences?

### **E. Strength of the marketing plan**

- Have appropriate target audiences been identified?
- Is the proposed approach to marketing and audience development appropriate, maximising all opportunities for profile and reach?
- Does the applicant provide evidence of plans to address harder to reach and under-represented groups?
- Does the festival reach out to new audiences?

### **F. The strength of the financial plan**

- Is the applicant in an adequate financial position to deliver the festival?
- Is the budget realistic and appropriate to the scale and nature of the festival?
- Does the budget include consideration of diversity issues? (e.g. improved physical access to the venue(s), audio-described screenings etc.)
- Is appropriate evidence of festival cost and income provided?
- Is the amount requested from the BFI appropriate to the scale of the festival?

**The following criterion applies to Strand 2 applications only:**

**G. UK-wide or international profile & UK film industry engagement**

- Does the festival support a broad range of filmmakers and filmmaking perspectives?
- Does the festival create a positive profile for UK film on the international stage?
- Does the festival promote the profile and impact of British film?
- Does the festival support British filmmaking talent from all backgrounds?
- How does the festival contribute to the wider film agenda? For example through enriching audience choice or securing new investment in the sector
- Does the festival create new strategic partnerships?
- Does the festival generate national or international media?
- Does the festival create substantial opportunities for professional engagement with the film industry?
- Will the festival contribute to its local economy?

We aim to complete our assessment within **12 weeks** of receiving a completed application.

If you are not successful you will be informed by writing of the decision.

In some cases we may require additional information before we can make our assessment. You will have **10 working days** from the date of our request to submit any required information. If we do not receive this information your application may be rejected.

We may want to support your application but offer less funding than the amount requested. If that is the case we will contact you to ask you to resubmit a revised income and expenditure budget (and updated activity plan if the reduction in proposed funding is likely to impact on that activity plan).

We will then recommend the award (or reduced award) to our internal Lottery Finance Committee for approval.

# FEEDBACK

Our decision on whether we wish to support your project is final.

We aim to make the application process as transparent as possible, but as a result of the volume of applications we receive, we do not have the resources to provide feedback on projects where we are not requesting further material or a meeting.

In these circumstances, we will send you a standard rejection email and the documentation held on file for the assessment of these projects will simply state “pass”.

On projects that have received further consideration or that we have met to talk about, we will try to provide some feedback, if requested, and if we have some constructive advice to offer beyond the meeting.

We welcome constructive feedback from you on our application process, so we can continue to improve.

# RESUBMISSION

No resubmissions can be made to the Film Fund for festivals that it declines, unless the application is for a different edition of the festival and there have been significant changes, or it has been specifically requested by a member of the Film Fund team. If this is the case, please ensure that you clearly identify the revised elements of the festival in the application.

# SUCCESSFUL APPLICATIONS

Successful applicants will be sent a Funding Agreement which may include conditions that have to be satisfied before the funding can be committed. The Funding Agreement will contain, at a minimum, the following terms and conditions:

## USE OF AWARD

Any award must be used exclusively for the purpose for which it was requested as set out in your Application.

## TERM

Most awards will be made towards the costs of the next edition of the festival only.

## PAYMENT OF THE AWARD

For Strand 1 festivals the award will usually be provided in 3 instalments (to include a holdback until delivery of a final report). The cashflow for any Strand 2 festivals will be determined on a case by case basis but is likely to be on a quarterly basis and will be subject to submission of performance reports.

## MONITORING AND PERFORMANCE REVIEW

As part of your application, you will be asked to identify key targets and performance measures (the KPIs) in order to help us monitor the success of your festival. These will include targets for diversity. The offer of funding will contain a requirement to report back against these after your festival in your final report. The final report should also include:

- A cost report setting out actual expenditure incurred and income received against the budget
- Your summary of what happened
- Highlights and challenges

The BFI may from time to time request additional information from successful applicants in order to help monitor and evaluate the award or the Fund. The BFI or its authorised representatives may require access to the festival (and associated premises) and to any reasonably relevant information in order to monitor the award.

## BRANDING

The BFI Audience Fund comprises National Lottery funding. The BFI will require acknowledgement of the award through prominent display of a logo (as supplied by BFI) on all festival publicity and in any materials relating to the festival. The BFI will issue Branding Guidelines to the successful applicants; these will cover use of BFI/National Lottery logo and a communication strategy for the Film Festival Fund.

## DIVERSITY STANDARDS REPORT

Successful applicants will be required to submit a formal assessment of their project against the BFI Diversity Standards. Guidance for completing this submission will be provided. Projects achieving a high level of good practice will be provided with the Screen Diversity logo and can display this to advertise to the industry and audiences the contribution that their project has made to sector diversity.

## QUESTIONS AND GETTING IN TOUCH

If you have any queries about these guidelines, please refer to the Frequently Asked Questions on our website at [bfi.org.uk/filmfestivalfund](https://www.bfi.org.uk/filmfestivalfund)

If you require further information you can get in touch via the contact form on the website, or email us at [filmfestivals@bfi.org.uk](mailto:filmfestivals@bfi.org.uk)

Our postal address is:

Film Festival Fund  
BFI  
21 Stephen Street  
London  
W1T 1LN

# BFI LOTTERY FUNDING GENERAL CONDITIONS

- 1** The information in these guidelines can change. The law and Government regulations on distributing National Lottery funds may also change. The BFI therefore reserves the right to review this funding scheme and/or change its policies, procedures and assessment criteria.
- 2** The application form does not necessarily cover all the information the BFI uses to decide which applications to fund. The BFI can ask applicants for extra information.
- 3** All applications are made at the applicant's own risk. The BFI will not be liable for loss, damage or costs arising directly or indirectly from:
  - the application process;
  - the BFI's decision not to provide an award to an applicant; or
  - dealing with the application
- 4** Please check your application form carefully. The BFI will not process applications which are incomplete or which do not comply with these guidelines.
- 5** The BFI's decisions on applications are final.
- 6** The BFI will not pay any funding until it has received a fully executed copy of the funding agreement and any conditions precedent to that agreement have been satisfied or waived by the BFI.
- 7** The BFI will publicise information on the number of applications it receives and the awards made. This information will include the name of the successful applicant, award amount, project name and project details.
- 8** The Freedom of Information Act 2000 gives members of the public the right to request certain information held by the BFI. This includes information held in relation to applications to the BFI's Lottery funding programmes or schemes. Therefore if you choose to apply to the BFI you should be aware that the information you supply, either in whole or in part, may be disclosed under the Freedom of Information Act.

**9** Sometimes the BFI's Governors or members of staff may be involved in some way with applicants. This interest has to be declared in applications from such applicants. The relevant Governor or staff member will not be involved in assessing the application or the decision to make an award. Applicants are advised not to try to influence the success of their application by approaching a Governor or staff member.

**10** It is important that applicants carefully check the information given in the application form. The BFI standard terms and conditions entitle it to withhold or reclaim an award in the following circumstances:

- if the application was filled in dishonestly or with incorrect or misleading information about the organisation or the project whether deliberately or accidentally; and
- if the award recipient acts dishonestly or negligently to the disadvantage of the project

The BFI will follow up cases of suspected fraud and will pass information to the police.

**11** The BFI requires that any measures taken by applicants to address underrepresentation are fully in compliance with the Equality Act 2010 – see more at [equalityhumanrights.com](http://equalityhumanrights.com)

**12 Complaints and Appeals:** The BFI's decision is final. Inevitably applications will be turned down and applicants may be disappointed by this result. Formal appeals against the final decision will not be considered unless the applicant has good cause to believe that the procedures for processing the applications were not adhered to, or applied in such a way as to prejudice the outcome of the application. A copy of the BFI's Complaints and Appeals procedure can be obtained on request from the BFI's Communications Office.