



## **BFI INTERNATIONAL FUND:**

# **UK DELEGATION TO BRITISH FILM WEEK IN BEIJING 2014**

## **GUIDELINES FOR PARTICIPANTS**

### **Introduction**

The BFI's international strategy has identified China as a priority territory for the UK film industry, envisaging growth opportunities across co-production, export and cultural exchange. The UK and China have agreed the terms of a film co-production treaty and are awaiting a date for signature and, subsequently, ratification.

The BFI would like to encourage relationships and mutual understanding between the UK and Chinese film industry and has identified the Beijing International Film Festival (BJIFF) as a useful forum to build business and creative relationships.

We are therefore inviting applications from film industry professionals to take part in a delegation to the BJIFF in April 2014. Dates are to be confirmed but likely to be from 14 April for 4 days.

Successful delegates will be provided with an economy flight return ticket, accommodation and festival accreditation, and assistance gaining the required visa for China. Delegates will be expected to attend all events organised by the UK in conjunction with its partners at the Festival, and to share their findings in the form of a detailed report, to be delivered within one month of end of the delegation.

### **Who can apply?**

Applications are open to film industry professionals across the UK. The BFI would like the UK delegation to represent creative excellence across the film industry, and in particular, production (including post and VFX), distribution and sales.

Priority will be given to experienced producers, e.g. a minimum of 2 lead producer credits, who can demonstrate commitment to co-producing with China. The BFI will also consider applications from

professionals with a minimum of 5 years experience from the field of international film sales, distribution, high end production services or from other film professionals who can demonstrate a proven commitment to working with China across the areas of the BFI's International Strategy (<http://www.bfi.org.uk/film-industry/bfi-international-strategy>).

### **How to apply?**

Please complete and submit an application for the BJIFF 2014 delegation by noon on Thursday 27 February to [international@bfi.org.uk](mailto:international@bfi.org.uk)

If you are unable to access the online application or have problems completing or submitting an application please contact us via email at [international@bfi.org.uk](mailto:international@bfi.org.uk) before the closing date.

### **What happens next?**

Applicants will be selected on the basis of level of experience within the industry and their potential contribution to UK and Chinese film industry or cultural relations.

### **Terms and conditions of participation**

If you are selected as a delegate you will be asked to enter into a short agreement confirming your participation at the event and supplying us with personal details allowing us to make arrangements in your name. We will confirm what costs are being met by BFI and what you need to do.

If you subsequently fail either to attend the festival or to participate in the set events you will be required to reimburse costs incurred on your behalf.

## **GENERAL INFORMATION**

- i. 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 programme and/or change its policies, procedures and assessment criteria.
- ii. The application form does not necessarily cover all the information the BFI will need in order to decide which applications to support. The BFI reserves the right to ask applicants for additional information.
- iii. 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.
- iv. The BFI decision on applications is final.
- v. The BFI will publicise information on the number of applications it receives and the awards made.
- vi. Sometimes the BFI's Board of Governors (Trustees) 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 Board Trustee 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 Board Trustee or staff member.
- vii. It is important that applicants check the information given in the application form carefully. 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 during the term of the agreement the awardee 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.

## **COMPLAINTS AND APPEALS**

The BFI's decision is final. Inevitably, applicants may have to be turned down and will 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 downloaded from the website or obtained on request from the BFI's Communications Office.