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| **BFI FILM AUDIENCE NETWORK 2017 - 2022 Stage One Application Form** THIS FORM SHOULD BE COMPLETED WITH REFERENCE TO THE STAGE 1 GUIDELINES FOR APPLICANTS AS WELL AS THE BFI FILM AUDIENCE NETWORK 2017-2022 OVERVIEW AND THE ACCOMPANYING APPENDICES WHICH SHOULD BE READ IN FULL BEFORE SUBMISSION OF YOUR APPLICATION. **FOR EASE OF USE PRESS THE TAB KEY TO NAVIGATE THE DIFFERENT SECTIONS OF THE FORM**  | *For BFI use only* |
| *Date received:* |
| *URN:* |
| **SECTION 1: Applicant Information** |
| **1.1 The Applicant***Please provide the name of your organisation.*  |
| Name of applicant organisation: |  |
| **1.2 Lead Contact Details***Please fill in the details of the main point of contact*. *This is normally the person signing the form and the person expected to sign any funding agreement with the BFI, and should in all cases be someone who is able to respond on all issues for the applicant.*  |
| Organisation Name |       |
| Contact Name  |       |
| Position in Organisation |       |
| Address  |       |
| Address  |       |
| Town/City |       | Postcode Code |       |
| Telephone(s) |       |
| E-mail |       |
| Website |       |
| If you have any specific communication needs, please tell us what they are: |
| Text phone [ ]  | Sign Language [ ] below)  |
| Other (please specify) [ ]       |
| **1.3 Applicant Details**  |
| Is the lead organisationbased in the UK? |  [ ]  Yes  |
| If yes, please indicate: | Company limited by guarantee [ ]   | Company limited by shares  [ ]  |
| Community interest company [ ]  | Charity [ ]   |
| University [ ]   | Other[ ]        |
| Full registered name |       |
| Registration number |       |
| Please indicate the geographical area served by your organisation |       |
| **Organisation(s) description:** Please provide a brief description of the core activities and purpose of your organisation (maximum 200 words). If you are applying as part of a partnership please fill in the separate Partnership Overview form provided. |
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| **Lottery Funding:** Please include detail on any funding received from the BFI or other lottery distributors within the last two years.  |
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| **SECTION 2 : For this section, please refer to the guidelines and accompanying appendices for more details on what to include** |
| **2.1 Geographic Area** *Please indicate the identified Hub area your application relates to by marking the relevant box (the parameters of each Hub area can be found in Appendix A of the Stage One Guidelines)* |
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| **Greater London** |  | **Scotland** |  |
| **Midlands** |  | **South East** |  |
| **North** |  | **South West** |  |
| **Northern Ireland**  |  | **Wales** |  |

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| **2.2 Geographic Area – Detail** (max 400 words)*Please highlight the main features, opportunities and challenges you have identified in relation to the Hub area for which you are seeking to become the FHLO.*  |
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| **2.3 Vision for FAN** (max 400 words) *Please lay out your vision for the identified Hub area you’re applying for as well as FAN as a whole.* |
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| **2.4 Cultural Leadership**  (max 600 words)*Please tell us about your organisation and your work and how you will provide creative cultural leadership within FAN. You should provide specific evidence of how you meet the requirements/criteria as outlined in the FAN Overview and the Stage One Guidelines.*  |
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| **2.5 Organisational capacity** (max 600 words)*Please provide evidence of your organisational capacity in line with the requirements/assessment criteria set out in the FAN Overview and Stage One Guidelines. In addition, please outline your proposed FHLO Governance/staffing structures along with your intended approach to decision making and performance management.*  |
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| **2.6 Strategic Approach** (max 1500 words)*Please provide an overview of your strategic approach to achieving the FAN outcomes under BFI2022. Please include any key strategic initiatives proposed for your Hub area and outline any significant partnerships needed to achieve these. Your response should enable us to evaluate your approach using the assessment criteria contained in the Stage One Guidelines.*  |
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| **2.7 Talent development** (please fill this in if you are applying for an FHLO role in the English regions only; max 400 words)*Please briefly describe your intended approach to talent development. This should suggest how it would fit with other activities in your organisation and the Hub plus how you would use your cultural expertise to support talent and enhance the impact of the BFI NETWORK in your region.* |
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| **2.8 Diversity and Inclusion** (max 400 words)*Please describe your intended approach to embedding the principles of the BFI Diversity Standards both into your work as an FHLO and into the wider work of the Hub* |
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| **2.9 Cross-FAN activity** (max 400 words)*Please select three cross-FAN areas you would be interested in taking lead responsibility for by numbering them in order of preference. Please include brief supporting comments for each selected area.* |
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| **Audience Marketing and Communications** |  | **Member Support & Development** |  |
| **Diversity and Inclusion**  |  | **Support for New Releases** |  |
| **Education** |  | **Non-theatrical and community cinema** |  |
| **Evaluation and Data** |  | **Screen Heritage** |       |
| **Programming** |  | **Young Audiences** |       |

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| **2.10 Outline Budget** (max 300 words) *Please outline the rationale behind your key proposed expenditure areas including FHLO staffing, running costs and the indicative delivery costs of any key initiatives* |
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|  **Supporting documents**Please submit the following supporting documents along this form to complete your application:* Your current organisational business plan to include information on your senior management, governance and oversight procedures as well as your risk registers and details of any potential conflicts of interest in this application\*
* Separate management accounts for the most recent two quarters including your most recent forecasts with anticipated reserves to 31 March 2017\*
* Your last set of audited accounts\*
* A full organisational budget for the next 3 years including anticipated movement in reserves and clearly indicating the BFI element therein\*
* An outline budget showing anticipated annual costs of FHLO operations and activity and indicative top-line partnership funding (this will be top line at Stage One; please use the template provided)
* An organogram showing proposed FHLO staffing and their key functions
* Written support for your application from at least some of the key exhibition delivery organisations in your proposed Hub
* Details of your last four film programmes (or equivalent) AND a specific case study of recent work you have undertaken to successfully reach one or more of the BFI2022 target audiences (please use the template provided for the case study element)

For those applications which are being made on behalf of an FHLO partnership, we will need copies of the items marked with an asterisk\* for all partners with responsibility for BFI National Lottery funding and for the strategic leadership of the FHLO.  |
| **SECTION 3: Declaration**  |
| The British Film Institute is required to identify all relevant financial or personal interests that may exist between board members or employees of the British Film Institute and applicants. This is to ensure that measures can be introduced to prevent a conflict of interest arising between those persons assessing the application for the British Film Institute and such applicant. For these purposes please complete the statement below: |
| **“The applicant organisation, or any of its staff or board members, do** **[ ]  / do not [ ]  have any financial and/or close personal relationship with any Trustee or employee of the British Film Institute.”** \*Please check relevant box |
| **The nature of such relationship is as follows:** (e.g. spouse, relative, financial interest - please specify details below): |
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| *I have read and understood the British Film Institute’s application guidelines. The information I have given on this application is true and correct. I will tell you immediately if this information needs to be updated. I am happy for you to provide copies of this form to any person or organisation you wish to consult about my application. I am authorised to make this application and accept a conditional offer. I have read and agree to abide by the BFI Lottery Funding General Conditions.* |
| **Signature (e-signatures or type accepted):** |
|            |
| **Date:** |
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| **Data Protection** |
| Part or all of the information you give us will be held on computer and used for statistical purposes. It will also be used for the administration of applications and awards. We may provide copies of the information in confidence to individuals or organisations who are helping us assess applications or monitor funding and may also be shared in connection with these purposes with other companies in the British Film Institute group of companies. |
| **Please submit your application via email to the address:** **audiences@bfi.org.uk****.** **The final deadline for applications is Noon on 9 JUNE 2017** |
| **Applications received after the closing date, and/or incomplete applications will not be eligible for consideration.**  |