BFI Film Academy
UK Network Programme
Application Guidelines for Course Providers

The BFI Film Academy comprises the following three strands:

- UK Network Programme delivery in England, Northern Ireland, Scotland and Wales
- Specialist Residential Programme – Animation, Documentary, Screenwriting, Programming and Audience Development or VFX
- Residential Programme – Craft skills

The BFI Film Academy works with local delivery partners across the UK and we are now looking for partners to deliver programmes in each of Cambridge and Wales. These guidelines are for organisations that wish to make an application to deliver a UK Network Programme in either of Cambridge or Wales for BFI Film Academy scheme during the 2016/2017 school year.

**The deadline to receive applications is 20 June 2016 at noon.** Late applications will not be accepted.

These Guidelines should be read in conjunction with the accompanying document ‘BFI Film Academy Guidelines Overview’.
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Section 1: Introduction

The BFI Film Academy scheme is providing opportunities for talented and committed young people between the ages of 16–19 to develop new skills and build a career in the film industry, no matter where they live or what their background.

These guidelines contain information for organisations that wish to deliver a UK Network Programme in Cambridge or Wales. Please ensure you read these guidelines in conjunction with the accompanying document BFI Film Academy guidelines overview. If you have questions about the guidelines or application process please contact Filmacademy@bfi.org.uk at least 24 hours before the application deadline.

Please note: This application process is open to all potential applicants that wish to deliver Film Academy courses in either Cambridge or Wales (where we currently have no existing provider) and can meet the eligibility criteria in 3.1 below.
Section 2: UK Network Programme

2.1 Scope

We are looking to fund one course provider in Cambridge and up to three in Wales who can deliver stimulating and exciting filmmaking courses with structured outcomes as part of the UK Network Programme, which will allow young people aged 16-19 to develop knowledge and skills that are relevant to both the commercial and cultural film sectors.

Those selected for funding will plan, design and implement regular weekend or early evening film courses for 16-19 year olds between September 2016 and February half-term 2017, delivering a minimum of 40 hours of intensive training programmes to participants. Please note: All courses must be completed by February half-term to allow participants to have the option to apply for and attend the residential courses.

Selected course providers will be expected to plan their course schedules using the BFI Film Academy Core Learning Outcomes (Appendix A) as the basis for the course, which provides a full overview of all film aspects: practical and theoretical; cultural and commercial. These courses are intended to support, celebrate and showcase participants’ talent.

The courses will also develop the young people’s interest, passion, and potential careers across the film industry. It will help them to develop their own ideas, build individual strengths and to foster their confidence to create effective working relationships. The courses will deliver high-quality cultural, vocational and educational outcomes and enable the participants to develop their own practice. There should be a focus on practical skills training while equipping participants with the knowledge and contacts to ensure they are fully supported as they become a key part of the industry’s future. In addition, courses should include sessions that cover creativity, business elements, cultural programming and exhibition. Participants should receive career coaching sessions, work on an individual personal development plan and work towards either an Arts Award or ‘Preparing to Work in the Film Industry’ accreditation with the support of their course tutors. A referral strategy should be in place to signpost participants on to next stages of development. Participants will work towards a practical film-based project which will be showcased at the end of the course.

Participants on Film Academy courses are expected to achieve the following outcomes:

- Improved film making skills
- Improved knowledge and appreciation of film culture and film business, as detailed in the Core Learning Outcomes
- Improved soft skills, such as communication and team working skills, as detailed in the Core Learning Outcomes
- Industry-recognised accreditation or an Arts Award
- Progression into Higher or Further Education within 12 months
- Progression into film-related work or training within 12 months
- Provider certification of attendance (these will be supplied by the BFI at the end of the year)

Demonstration of innovation and value for money will be critical factors in determining the UK Network Programme course providers. Engagement with the film industry will also be a key element of the programme; all applications must therefore demonstrate input and involvement from established industry professionals.

2.2 Qualifications

UK Network programmes must integrate either an Arts Award or a ‘Preparing to Work in the Film Industry’ qualification into their courses. Appointed course providers may choose which qualification they deliver but should only deliver one qualification per course. Costs for delivery for either qualification should be included in your budget\(^1\).

We encourage appointed course providers to aim to deliver a Silver Arts Award to all participants but understand that in some instances a Bronze Arts Award is more appropriate. Similarly, we encourage those delivering ‘Preparing to Work in the Film Industry’ to deliver an extended award. Please explain your decision and rationale for the level of qualifications to be provided clearly in your application and indicate in your schedule specific sessions where the qualification will be delivered.

2.3 Participants and recruitment

Each UK Network Programme course provider should aim to recruit up to 20\(^2\) young people in their programme and deliver a minimum of 40 hours of training. Applicants may choose to deliver the programme to fewer than 20 participants because of location, reach or capacity; however budgets should reflect the number of participants in the programme.

Participants should come from a wide range of backgrounds and course providers should actively encourage young people on this basis. We expect course providers to ensure these opportunities are made available to young people from backgrounds that are underrepresented in the film industry. We have specific targets for this programme and aim to ensure that the programme is at least representative of population demographics:

Black Asian and Minority Ethnic (BAME): 19%

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\(^1\) Costs for the Arts Award are outlined in Appendix B. Costs for ‘Preparing to work in the Film Industry’ are the fee for registration for learners found [here](#). The BFI will cover the moderation costs for ‘Preparing to Work in the Film Industry’

\(^2\) We expect on average 95% of participants to complete the course
Female: 50%
Disability: 8%
Low income backgrounds measured by entitlement to Free School Meals: 15%

Please note that due to restricted funding, participants who are at University at the time of application are not permitted to take part in Film Academy courses as participants although they may become involved in other ways (for example as Peer Mentors).

A key part of your application will be your recruitment strategy, and you will need to show what practical steps you will take to ensure you are attracting and delivering to a diverse range of young people. We are particularly looking for a demonstration of how your recruitment strategy addresses the particular areas of under-representation and your application should show evidences how evidence of previous successful experience recruiting and working with diverse groups of young people. If you have delivered a Film Academy course previously, please refer to your past recruitment here. Assessors may refer to your recruitment statistics and End of Activity reports to help assess this section where applicable.

To ensure that procedures in relation to the recruitment of participants are operated consistently, we will provide each appointed course provider with a standard application form for participants to apply to the programme. All applicants’ forms should be sent to the BFI following the close of recruitment along with monitoring data from all applicants to the course.

Safeguarding the participants is absolutely central to the BFI Film Academy scheme. All appointed course providers will be required to submit the following paperwork prior to receipt of funding and commencement of the course:

- List of all staff working on the course
- Evidence of Disclosure and Barring (DBS) for all key staff working on the course
- An up-to-date health and safety policy
- An up-to-date Child protection policy
- Completed risk assessment (the BFI will provide this template to successful applicants).

Course managers will need to notify the BFI of any participants who drop-out of the course and where possible replace the individual with another suitable applicant.

**2.4 Funding**

Organisations can apply for **up to** £16,000 per course. The amount you ask for should be the amount you need to deliver your project efficiently and effectively and we expect that applications for the full £16,000 will include delivery of the
Arts Award or 'Preparing to Work in Film Industry'\(^3\). It should also reflect the number of participants on the course. Close attention should be paid to ensuring value for money is achieved and course providers may only receive a portion of the funding applied for based on a financial assessment of your budget.

In your application you will be asked to complete a draft budget for your activity. A draft budget template is available to download here and you will need to upload and attach it to your application. Please ensure you read the budget guidance on the first tab before completing the budget. In addition to the BFI funding, please indicate if you have any other funding sources for the activity and/or in-kind funding (please note it is not a necessary requirement of funding to have additional income).

In addition to the BFI award of funding course participants will be asked to pay a one-off nominal participation fee of £25. This is the only payment that should be solicited from them (although they may also have to pay for their own travel). The money due from the participants should be included in your budget. It should be used to redistribute as travel bursaries to those participants who require financial assistance. Those who require financial assistance will be given the opportunity to opt out of the fee when they submit their application for a place on the course.

If your organisation has a particular policy not to charge for your courses, please explain this in your application.

Please note, if you are registered for VAT, your figures should not include VAT that you can claim back. If you are not registered for VAT, or you are registered for VAT but cannot fully recover the VAT you incur on costs, your figures should include irrecoverable VAT. Grants we make are ‘outside the scope’ of VAT and should be listed in your accounts as a grant and not, for example, as a fee for any services supplied to the British Film Institute. You should get financial advice from your own accountant or the relevant tax office. BFI Film Academy course providers are not permitted to make a profit from the course.

Please note that due to restricted funding, no part of this grant can be allocated to marketing or communication costs. However recruitment and outreach costs are acceptable, particularly where it enables you to reach a more diverse group of young people.

\(^3\) More information about [Arts Award](#) or [Preparing to Work in Film Industry](#)
2.5 Delivery

Organisations can apply to run one or more courses\(^4\), and funding decisions will be dependent on the quality of the application you submit, your experience, organisational capacity and a geographical spread. All courses must take place between September 2016 and February half-term 2017, although appointed course providers may choose to run their programme over just a portion of this time. Courses must not run after February half-term to ensure that all participants have the opportunity to apply to and participate on one of the residential courses which begin during February half-term.

A key part of the application will be the submission of your proposed course schedule. All courses should comply with the Core Learning Outcomes which are set out in Appendix A. Activity should include all Core Learning Outcomes from CLO 1 and one or more from CLO 2. In addition it should also include provision for delivering the Arts Award or ‘Preparing to Work in the Film Industry’. Guidance on Arts Award delivery is provided in Appendix B and a supportive curriculum is available for all partners to use. The supportive curriculum is a course guide with flexible options for planning and integrating the Arts Award into course schedules.

Course content should include:

a. A course that offers a minimum of 40 hours of training to each participant between September 2016 and February half-term 2017;

b. Arts Award or ‘Preparing to Work in the Film industry’ accreditation built into the course schedule\(^5\) and courses that address the BFI Film Academy Core Learning Outcomes (Appendix A);

c. Sessions led by high profile industry mentors who are respected practitioners in their field

d. Experience on current industry equipment (where applicable);

e. Sessions where participants are given the opportunity to watch British Independent and specialised cinema to integrate critical understanding and enable access to a range of film cultures;

f. Active encouragement of soft skills built into sessions eg: negotiating/confidence building/self-esteem;

g. Development of a personal development plan by each participant;

\(^4\) Applicants can apply to deliver two courses per application form. If you wish to apply for more you will need to submit more application forms.

\(^5\) Qualification delivery must be integrated into all courses. Please refer to section 2.1 for further explanation
h. Planning, delivering and reviewing a practical film-based project by each participant, either individually or as part of a team;

i. Signposting sessions covering next steps, including referral to the residential courses and the BFI’s alumni programme

### 2.5 Key dates

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>02 June</td>
<td>Call for applications open</td>
</tr>
<tr>
<td>20 June</td>
<td>Application deadline</td>
</tr>
<tr>
<td>29 June</td>
<td>Successful organisations informed</td>
</tr>
<tr>
<td>September</td>
<td>Network courses begin</td>
</tr>
</tbody>
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6 The BFI in partnership with BAFTA offers on-going support through an active alumni programme, including opportunities for groups to come back together for career talks and surgeries, and promotions of entry level jobs.
Section 3: Applicants

3.1 Who can apply

To be eligible to submit an application you must:

1. be an existing film and/or education organisation;

2. have an office in the UK;

3. be properly constituted as an organisation and able to make available copies of your governance documentation, if requested. This includes:
   - Limited companies registered at Companies House
   - Local authority or school
   - Community interest companies (CIC) registered with the CIC regulator
   - Charities or trusts registered with the Charity Commission
   - Limited liability course partnerships registered at Companies House
   - Course partnerships established under a Deed of Course partnership
   - Royal Charter bodies
   - Statutory bodies;

4. have direct links to film industry experts;

5. have experience and expertise in film education and/or training with 16-19 year olds;

6. have experience and expertise in recruiting and working with participants from a diverse range of backgrounds;

7. have the infrastructure and human resource capacity to host the proposed programme. A site visit by one of the assessment team may take place;

8. have DBS checked staff and provide documentary evidence for DBS disclosure;

9. have a current child protection policy.

You cannot apply:

1. as an individual or unincorporated organisation.
Section 4: How to apply

4.1 About the application process

The aim of the application process is to enable us to understand your relevant experience and the plans for delivery of the Film Academy. We will need to see evidence of a clear delivery plan, including a course schedule that includes all deliverables in section 2.4. Your recruitment strategy should fit with our aims and objectives, and take into account the diversity targets listed in section 2.3. It will need to evidence that you have the organisational capacity to deliver this plan. We also need evidence that you are able to keep young people safe throughout the course. The amount of funding we provide will be commensurate to the scale and scope of your programme.

Our assessment will use the expertise of our staff and external assessors. If you have previously delivered a Film Academy course, we may also refer to information provided in these applications, your end of activity reports and our understanding of your course delivery.

There are five stages for application to the BFI Film Academy scheme:

1. **Read the relevant guidelines.**

2. **Complete the online pre-qualification stage and answer a short series of eligibility questions (see section 3.1).** If your organisation is deemed eligible you will be invited to make a full submission through the online application process.

3. **Plan the schedule of activities for the course that you want us to support.** This is the key part of your application. Section 2.5 gives detailed deliverables that should form the basis for your proposed activity.

4. **Complete and submit the complete application online at www.bfi.org.uk/bfifilmacademy.** This gives us information about you, what you are applying for, the course, and your budget. If you are unable to access the online application or have problems completing or submitting an application please contact us via email at least five days before the closing date at filmacademy@bfi.org.uk. Please do not submit applications or any attachments by email as these will not be accepted.

5. **Include all relevant extra information.** These guidelines explain what we need. Please be sure to include everything that we ask for, including the budget and proposed course schedule using the templates provided, an annual report where available, but do not include unnecessary documents as this is likely to detract from, rather than enhance, your application and these will not be assessed. If we require further information to help us assess your application we will ask you for it.
4.2 Assessment process

Please note that there is a high demand for the funding and inevitably we have a finite amount of money to go around. We will assess your application using the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
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<tbody>
<tr>
<td><strong>Scope</strong> – understanding and alignment of programme aims and objectives</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td>Word count: 500 words</td>
</tr>
<tr>
<td><strong>Recruitment strategy</strong> – evidence of a clear strategy which will meet diversity targets</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>Word count: 700 words</td>
</tr>
<tr>
<td><strong>Safeguarding and care of participants</strong></td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td>Word count: 500 words</td>
</tr>
<tr>
<td><strong>Financial Plan</strong> – viability and value for money</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td>Word count: 500 words + completed budget template</td>
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<tr>
<td><strong>Proposed schedule of activity</strong> – evidence of key deliverables in course schedule, delivery of a qualification and the Core Learning outcomes</td>
<td>15%</td>
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<tr>
<td></td>
<td>Completed schedule template</td>
</tr>
<tr>
<td><strong>Relevant experience and management</strong> – working with the age group and delivering similar projects, and where applicable, previous track record delivering a Film Academy course</td>
<td>15%</td>
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<td></td>
<td>Word count: 500 words</td>
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**Please note:** In addition to the assessment criteria listed, a special criteria of geographical spread and diversity will be applied. For the initial assessment we will focus on the information you provide in your application, which may include our understanding of your previous delivery of a Film Academy course, if applicable, and any further information that we request. Your application will be scored alongside others in the same region. Once we have completed scoring all applications we will prepare a shortlist of programmes that we may want to support. We will then look at that shortlist and determine the extent to which, as a portfolio of programmes, they meet the aims of geographical reach and diversity and make further recommendations based on those considerations.
The assessors will consider a number of questions (listed below) when looking at each assessment criterion and will score the answer to each question using the table below as a way of scoring each application:

<table>
<thead>
<tr>
<th>Score</th>
<th>Excellent</th>
<th>Average</th>
<th>Weak</th>
<th>Poor</th>
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<tr>
<td>5</td>
<td>is excellent against this criteria with key strengths</td>
<td>has some strengths and partially meets the criteria</td>
<td>only meets the criteria in a limited way</td>
<td>The application does not meet the criteria</td>
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<td>4</td>
<td>meets the criteria fully</td>
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4.3 **Assessment criteria**

**A. Scope – understanding and alignment of programme aims and objectives**

- Does the outline proposal demonstrate a good understanding of the aims and objectives of the BFI Film Academy?
- Does the application demonstrate clear links to the film industry?
- Does the application demonstrate strong relationships within the educational and wider cultural sector?
- Does the applicant explain how they will develop young people’s interest, passion and potential careers across the film industry?

**B. Recruitment strategy – diversity and outreach**

- Does the applicant demonstrate a clear recruitment strategy for participants?
- Do they demonstrate that they have experience of identifying and recruiting diverse, wide ranging talent from underrepresented groups? Do they provide specific numerical evidence?
- Does the applicant include a proactive approach to ensuring diversity of young people from a range of cultural and social backgrounds?
- Does the applicant describe ways it will reach those with disabilities, with proof of strategies to achieve this through previous projects? Does the applicant demonstrate how equality, diversity and accessibility will be addressed when assessing participants’ applications?
- Where applicable, has the applicant met its diversity commitments for a Film Academy course (or similar) previously? Is there evidence that they have recruited a group of young people from diverse backgrounds?
C. Safeguarding and care of participants

- Does the applicant have a safe and reliable premises where they are proposing to run the programme?
- Does the applicant have an up-to-date child protection policy?
- Does the applicant have qualified and relevantly skilled Disclosure and Barring checked staff to deliver the programme and evidence that appropriate compliance procedures are in place eg health and safety policies?
- Has the applicant given examples of working with this age group previously?

D. Financial plan – viability and value for money

- Is the applicant in an adequate financial position to deliver the Film Academy? (referring to annual report or annual accounts)
- Is the budget realistic, and appropriate to the scale and nature of the programme?
- Does the budget include consideration of diversity issues? (e.g. improved physical access to the venue(s), interpreter costs etc.)
- Is there provision for Arts Award or Preparing to Work in the Film Industry delivery?
- Does the budget offer value for money?

E. Proposed schedule of activity – evidence of key deliverables in course schedule, delivery of Arts Award and Core Learning outcomes

- Does the schedule of offer a minimum of 40 hours on training to each participant between September 2015 and half-term February 2016?
- Does the planned programme of activity contribute to delivering the Core Learning Outcomes 1 & 2?
- Is accreditation built into the course schedule?
- Are courses delivered at weekends and/or in the evening in accessible and welcoming venues and at times to suit young people?
- Are there sessions where participants are given the opportunity to watch films enabling critical understanding and access from a range of film cultures?
- Is there active encouragement of soft skills?
- Is there time for each participant to plan, deliver and review a practical film-based project either individually or as part of a team?
- Does the course have a referral strategy in place to signpost participants on to next stages of development?
• Does the course schedule include established industry professionals?

F. Experience and management

• Does the applicant show demonstrable proof of having delivered high-quality courses or activities for 16–19 year olds with strong learning, cultural or vocational outcomes including running a Film Academy course previously?

• Is there a plan to manage the scheme from launch to conclusion, including an evaluation?

• Does the organisation have experience of balancing approaches to film culture and education which includes a clear relationship between making, watching and learning, as well as an understanding and appreciation of different cultures and contexts?

• Does the organisation have qualified and relevantly skilled DBS checked staff to deliver the programme and evidence that appropriate compliance procedures are in place eg a child protection policy?

• Has the organisation previously delivered Arts Award or other qualifications?

4.4 Next steps

Once you complete and submit your application form, we will confirm by email that it has been received.

After the relevant closing date we will initially look at whether the application is eligible. If it is not we will notify you in writing that the application will not be proceeding. Applications received after the deadline and/or incomplete applications will not be taken further. Please do not send in your application by email as it will not be accepted.

Each eligible application will be assessed by the BFI (which may involve a combination of Education internal and/or external assessors).

At this stage, we will undertake a detailed assessment of applicants’ proposals for the course activity including management, recruitment, delivery plan and core competencies.

By no later than 22 June 2016 successful applicants will receive notification of the outcome of their application. Feedback may be given on unsuccessful applications upon request.

4.5 Questions and getting in touch

If you have any queries about these guidelines, you can get in touch via the contact form on the website, or email us at filmacademy@bfi.org.uk.
Our postal address is:

BFI Film Academy
BFI
Education
21 Stephen Street
London
W1T 1LN
Section 5: Offer of funding

If you are successful in your application we will issue a conditional offer of funding (the Funding Agreement) requiring you to submit your child protection policy, health and safety policy and risk assessments to the BFI and will be subject to receipt by BFI of satisfactory Disclosure and Barring service checks (formerly Criminal Records Bureau checks) on all individuals who will be working with children on the course. You will also be required to attend an induction day arranged by the BFI for all selected course providers.

The Funding Agreement will also contain, at a minimum, the following terms and conditions:

Use of the award

Any award must be used exclusively for the purpose for which it was requested as set out in your application. The award should not be used for marketing and advertising, or for any costs associated with the maintenance, technical development or updating of existing websites or for the development/creation of new websites. You will be required to undertake to fully comply with the above listed policies in delivering the course.

Term

Funding will be offered to run the course for one year

Payment of the award

The BFI will set out a cash flow schedule for the award. This is likely to be in three instalments as follows:

20% on signature of funding agreement and receipt and approval by BFI of the following documents:
- List of all staff working on the course,
- Evidence of Disclosure and Barring (DBS) for all key staff working on the course
- An up-to-date health and safety policy
- An up-to-date Child protection policy
- Completed risk assessment (the BFI will provide this template to successful partners)

50% upon receipt and approval of BFI of:
- Completed BFI monitoring template on participants
- Application forms of successful applicants to the course
- A finalised course schedule and budget

30% on receipt of the End of Activity (EOA) report by BFI and all accompanying documentation (before this payment is made, the EOA report will be reviewed internally and this will take a minimum of two weeks from submission).
Monitoring and performance review

The offer of funding will contain a set of agreed performance measures and there will be a requirement to report back against these after completion of the course through the EOA report. The report should also include:

1. A completed project report
2. An expenditure budget
3. Media release forms for all participants
4. List of project staff, freelancers and volunteers
5. Images, video and/or sound recordings of your activity in formats specified.

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

Branding

The BFI funding comprises Department for Education in England, National Lottery, Creative Scotland and Northern Ireland Screen funding. The BFI will require acknowledgement of the award through prominent display of a strapline and relevant logos (as supplied by BFI) on all publicity and in any materials relating to the course.
Section 6: Important information

- The information in these guidelines can change. The BFI therefore reserves the right to review this programme and/or change its policies, procedures and assessment criteria.

- If additional information is required then it will be requested from all applicants.

- 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.

- The BFI's decision on applications is final.

- The BFI will not pay the award until it has received a fully executed copy of the offer of funding.

- The BFI will publicise information on the number of applications it receives and the awards made.

- Sometimes the BFI's Board of 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 Board 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 Board Governor or staff member.

- It is important that applicants carefully check the information given in the application form. The BFI's conditions of funding entitle it, amongst other things, 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; or
  - 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.
Appendix A

Core learning outcomes

The BFI Film Academy will deliver a wide range of core learning outcomes. It is expected that the skills and knowledge acquired through such activities will aid participants’ progression into the film and media industries.

Applicants should address these core learning outcomes when developing their course. Activity should include all core learning outcomes from CLO 1 and one or more from CLO 2. Please clearly explain in your application how you will achieve these outcomes.

<table>
<thead>
<tr>
<th>CORE LEARNING OUTCOMES 1 (CLO 1)</th>
<th>Knowledge &amp; understanding</th>
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<tbody>
<tr>
<td>Understanding of film as a subject and art form and other subjects that are addressed through film</td>
<td>• Receive a rounded educational and cultural experience of film and filmmaking.</td>
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<td></td>
<td>• Develop basic critiquing skills through watching and discussing a wide range of British and world cinema.</td>
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<td>• Gain understanding of a story structure.</td>
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<td></td>
<td>• Gain a clear understanding of the film value chain from development through to distribution.</td>
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<td></td>
<td>• Have direct engagement with industry practitioners in relevant fields.</td>
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<td>• Greater appreciation of and demand for British films</td>
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<td>Understanding the film industry options for career and further education progression.</td>
<td>• Gain a clear understanding of key roles and job market in the film industry and wider film sector.</td>
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<td></td>
<td>• Develop knowledge around opportunities for advancement in this sector across employment, HE/FE and vocational training.</td>
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<td></td>
<td>• Supported in devising a bespoke development plan.</td>
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<tr>
<th>Soft skills</th>
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<tr>
<td>Gain or improve soft skills, communication skills (including non-verbal)</td>
<td>• Gain knowledge of negotiating, communication, teamwork through direct practical application of filmmaking e.g.: as part of production team, role of producer, director etc.</td>
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</table>
### Attitudes & behaviours

| Improve or enhance motivation and engagement, empathy, confidence, motivation at home and at school | • Strengthen identity and voice. Provide individuals with a sense of achievement. |

### Enjoyment & aspiration

- Participants are engaged, captivated and enjoy the experience of film.

### CORE LEARNING OUTCOMES 2 (CLO 2)

#### Skills

- Gain understanding and practical experience of physical production of film
- Gain overview of 3D and 2D animation techniques
- Gain overview of Maya and VFX workflows with mainstream production
- In documentary and digital filmmaking learn basic camera/lighting/sound skills on current industry equipment
- Post Production and mastering of films, including marketing, exhibition and distribution lessons
- Gain practical experience of editing software, e.g.: final cut pro
- Produce short films where relevant
- Learn about the documentary form: Produce Mini Docs
- Animation courses: stings (short 15 sec animates)
- Digital Filmmaking course: short films (3-5 minutes)

Where relevant, participants should have the opportunity to showcase work produced during pilot programme activity.
Appendix B

Supporting guidance on delivering Arts Award

Offering Arts Award adds value to young people’s experience of taking part in the BFI Film Academy by:

- Offering a structure to the programme allowing for reflection and feedback
- Supporting young people to create a portfolio of their achievements to date, to begin to sell themselves as filmmakers in their own right
- Allows young people to test their skills leading a real life project, learning about other areas of being successful in the film industry; for example, marketing, event management
- Supporting young people to achieve a level 2 qualification that can support applications to further educations, jobs etc.

Below are some key considering for delivering Arts Award alongside the BFI film Academy programme.

Building Arts Award into your schedule

When building your course schedule, you may want to consider putting in extra time to include:

- attending Arts Award training (one day), we recommend training more than one person, trained advisers should ideally be those working regularly with the young people so that they know their work
- planning how to embed delivery of Arts Award into your BFI Film Academy programme
- Time during the programme to check portfolios, support collecting of evidence (eg printing out photographs)
- Possible one-to-one sessions with the young people to review their portfolio and progress
- Assessing the young people’s portfolios before moderation, there is a one page assessment form to fill out for each young person and you will need to look through their portfolios to do this
- Administration of the qualification eg booking a moderation, using the adviser portal etc

Finally consider if you need to cost in any extra resources to support delivery of Arts Award, eg camera to document the process.

Costs of delivering Arts Award

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7 Costs for ’Preparing to work in the Film Industry’ are the fee for registration for learners found here. The BFI will cover the moderation costs for ‘Preparing to Work in the Film Industry’
Please note the BFI covers the costs one day Arts Award training for new partners.

When your programme is finished you will need to book in a moderation session to get the participants’ portfolios assessed. There are a variety of Bronze/Silver/Gold moderation options for different size groups. For standard moderation (eg one where a moderator comes to your organisation) you must pay a minimum fee of £370. For joint moderations (hosted by one centre but involving up to four centres) there is a minimum fee of £100 per centre.

These include postal and joint moderations for smaller groups and standard moderation for larger.

Key considerations when delivering Arts Award

Some key things to consider when delivering Arts Award as part of the BFI Film Academy (more detail on these areas will be provided in the supportive curriculum). Please use the notes below and the supportive curriculum when it is available however these do not replace going on Arts Award training and using the Arts Award adviser toolkit.

- Ensure there is time for participants to review and reflect what has happened, this is an essential element of the Arts Award process and really useful for the young people, it could be that this happens outside of the contact time with the academy with the young people doing personal reflection.

- Delivering the programme over a number of weeks rather than as intensive programme allows young people to continue work towards their Arts Award outside of the contact time.

- The work that young people have done before the academy can also feed into their Arts Award, so if they have taken part in filmmaking programmes or attended and reviewed films before all this can be document in their portfolio.

- When delivering Silver Arts Award think carefully about the leadership project that is required, the young people need to lead their own project individually or as a group. This can be a variety of things from arranging a film festival to leading a series of filmmaking workshops back in their school, the project will need to include a planning phase, a delivery phase and then a review of what happened. Again not all of this needs to take place in your contact time.

- Document as much of the process as you can using photos, film, diagrams, meeting notes etc, this will make creating portfolios much simpler.

Resources
A supportive curriculum will be provided by the BFI to support you delivery of Arts Award, you can also find many resources online on the Arts Award website.

www.artsaward.org.uk/artsandcultural is an area of the website aimed arts and cultural organisations and has case studies and resources on it.

www.artsaward.org.uk/centreresources also has many useful resources to support delivery (please note you need to have trained and got your user name and password to access this area). You can also find information and examples about delivery of Bronze and Silver at www.artsaward.org.uk/bronze and www.artsaward.org.uk/silver.

Helpline – If you have any questions about planning, delivering or assessing Arts Award you can contact the team on 0207 820 6178 or artsawardenquiries@trinitycollege.co.uk and they will be happy to help.

Face to face support – Once you are a trained advisers you can get face to face support in planning and delivering Arts Award via our adviser support programme. More information and dates can be found at www.artsaward.org.uk/support