



## **BFI FILM ACADEMY UK NETWORK PROGRAMME: FUNDING GUIDELINES FOR COURSE PROVIDERS**

The BFI Film Academy works with local delivery partners across the UK and we are now looking for partners to deliver a programme in the following locations: **Brighton, Dundee and Liverpool**. These guidelines are for organisations that wish to make an application to deliver a UK Network Programme only in **these locations** for the BFI Film Academy scheme during the 2018/2019 school year.

***Closing date for application: 12 noon, 16 July 2018***

Supported by



# 1. Introduction

BFI 2022 outlines how we intend to give everyone the educational opportunity to build a lifelong relationship with film\*; to create clear progression paths for future audiences and talented young people and ensure that film is celebrated and explored in formal education. Our plans for 2017-22 have a focus on maximising the impact of education, learning and skills initiatives across all our funded partners.

Since 2012, the BFI Film Academy scheme has been 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. Led by industry experts, BFI Film Academy courses cover every area of the industry, enabling young people to develop the commercial and cultural knowledge and skills to make those first steps. Our aim is to find film talent wherever it is in the UK and to ensure that the opportunity is available to all. After its sixth year of operation, there are now almost 5,500 alumni in the BFI Film Academy network.

Over the next period, we wish to build on and further professionalise the Department for Education-backed BFI Film Academy, while continuing to ensure young filmmakers from a range of diverse backgrounds get the opportunity to take part. To achieve this, the BFI, with funding from the Department for Education in England (DfE), National Lottery, Creative Scotland and Northern Ireland Screen has allocated approximately £800,000 for 2018-19 to deliver the BFI Film Academy UK Network Programme.

## 2. The BFI Film Academy UK Network Programme

We are looking to fund one course provider in each location of **Brighton**, **Dundee** and **Liverpool** 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.

Courses should include all the deliverables set out in 2.1-2.3 below.

### 2.1 Course schedule

- A minimum of 40 hours of training to each participant that begins after September 2018 and finishes before February half-term 2019;

---

\* By “film” we mean the creative art and language of the moving image, its ability to tell a story, express an idea or evoke an emotion, and in its evolution through appropriate platforms.

- Arts Award or ‘Preparing to Work in the Film industry’<sup>†</sup> accreditation built in<sup>‡</sup>;
- Specific sessions that:
  - Address the BFI Film Academy Core Educational Outcomes (**Appendix A**);
  - Give participants the opportunity to watch British Independent and specialised cinema to integrate critical understanding and enable access to a range of film cultures;
  - Enable participants to construct a personal development plan, including their aspirations for progression;
  - Cover signposting and next steps, including referral to the Film Academy residential courses and the Film Academy’s alumni activities;
  - Give participants the opportunity to plan, deliver and review a practical film-based project, either individually or as part of a team, which must be showcased at the end of the course;
  - Are led by high profile industry mentors who are respected practitioners in their field or include input and involvement from established industry professionals;
  - Give participants experience on current industry equipment (where applicable).

## 2.2 Recruitment

- Enrolment of **up to 20**<sup>§</sup> young people on the course from a wide range of backgrounds that is at least representative of population demographics<sup>\*\*</sup>:
  - Black Asian and Minority Ethnic (BAME): 19%
  - Female: 50%
  - Disability: 8%
  - Low income backgrounds measured by entitlement to Free School Meals: 15%

If you wish to apply you will be required to outline your recruitment strategy and explain specifically how you will meet each of the population demographic targets above. If for any reason you think that any target should be different (higher or lower) please specify what it should be and how you will meet it.

---

<sup>†</sup> Arts Award should be delivered at a Silver level and Preparing to Work in the Film Industry as an extended award where possible.

<sup>‡</sup> We expect 70% of participants on the courses to achieve either accreditation

<sup>§</sup> We expect on average 95% of participants to complete the course

<sup>\*\*</sup> Targets have been set by the Department for Education and will apply to all courses across the UK

Please note that due to restrictions on 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).

Course providers 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.

### **2.3 Safeguarding**

Safeguarding the participants is absolutely central to the BFI Film Academy. Appointed course providers will be responsible for safety and welfare of the participants on the courses and will have a duty of care for all taking part irrespective of age. When filming the projects, the duty of care would start by ensuring the activity is properly risk assessed and that the activity is managed in a safe manner throughout.

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).

### **2.4 Budget**

Organisations can apply for **up to** £17,000 per course. We expect that applications for the full £17,000 will include delivery of the Arts Award or 'Preparing to Work in Film Industry'<sup>††</sup> and recruit the maximum number of participants (20).

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).

---

<sup>††</sup> More information about [Arts Award](#) or [Preparing to Work in Film Industry](#)

### 3. Who can apply

This application process is open to all potential applicants that wish to deliver a Film Academy course in **Brighton, Dundee or Liverpool** (where we currently require additional delivery partners) and can meet the eligibility criteria in 3.1 below.

#### 3.1 Eligibility

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;
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 course;
8. have DBS checked staff and be able to provide documentary evidence for DBS disclosure (DBS checks must have been carried out or renewed within the last two years);
9. have a current child protection policy.

#### **You cannot apply:**

1. as an individual or unincorporated organisation.

Organisations can apply to run one or more courses<sup>##</sup>, and funding decisions will be dependent on the quality of the application you submit, your experience, organisational capacity and a geographical spread.

### 4. The Application

To make an application please complete and submit the following by **12 noon on 16 July 2018**:

1. Online application form available from [www.bfi.org.uk/bfilmacademy](http://www.bfi.org.uk/bfilmacademy)
2. Budget for your activity. A budget template is available to download [here](#) and you will need to append it to your application.

---

<sup>##</sup> 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.

3. Schedule for the course that you want us to support. A course schedule template is available [here](#) and you will need to append it to your application.

#### **4.1 Application form**

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 demonstration of a good understanding of the expected aims and objectives of the BFI Film Academy Programme. We will also need to see evidence of:

- A clear scope with aims and objectives for the course;
- A course schedule which provides a full overview of all film aspects: practical and theoretical; cultural and commercial and includes all deliverables listed in section 2.1 (to be appended);
- A recruitment strategy which should take into account the diversity targets listed in section 2.2;
- A budget which is viable and demonstrates value for money (to be appended);
- Demonstration of organisational capacity and previous relevant experience required to deliver this course;
- Evidence of safeguarding measures in place.

All applications will be assessed against the criteria (which include the applicant's previous experience and management) set out in these guidelines.

#### **4.2 Budget**

In your application you will be asked to complete a budget template. 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 income sources for the activity and/or in-kind funding (please note it is not a necessary requirement of funding to have additional income).

The £25 nominal charge 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 should 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 the budget section 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 BFI. 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 restrictions on 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.

#### **4.3 Course schedule**

Please share with us your full course schedule for delivery of the Film Academy course using the template provided. Please ensure you refer to section 2.1 when developing your schedule.

## **5. Assessment**

Your application will be assessed against the criteria below. We may use external assessors or consult other agencies, strategic partners and independent specialists as part of this process.

In brief, we will assess the extent to which the application proposes activities and approaches that are fit for purpose, demonstrates sufficient and appropriate experience; and offer value for money are likely to deliver our ambitions for the BFI Film Academy Programme.

### **5.1 Assessment Criteria**

Your application will be assessed against the following 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?
- 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 sufficient 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. *Budget***

- 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. *Course schedule – evidence of deliverables in course schedule, accreditation and Core Educational outcomes***

- Does the schedule offer a minimum of 40 hours on training to each participant between September 2018 and half-term February 2019?
- Does the planned programme of activity contribute to delivering the Core Educational 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 include sessions which 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 successfully 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?

The assessors will score the answer to each question using the table below as a way of scoring each application:

Score = 5	Excellent	is excellent against this criteria with key strengths
Score = 4	Strong	meets the criteria fully
Score = 3	Average	has some strengths and partially meets the criteria
Score = 2	Weak	only meets the criteria in a limited way
Score = 1	Poor	The application does not meet the criteria

## **5.2 Assessment Process**

Once you complete and submit your application form via the online system, 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 internal and/or external assessors).

At this stage, we will undertake a detailed assessment of your proposal for the course activity including management, recruitment, delivery plan, safeguarding and the budget.

By no later than **w/c 6 August 2018** successful applicants will receive notification of the outcome of their application. Feedback may be given on unsuccessful applications upon request.

## **6. Offer of funding**

If you are successful in your application we will issue a conditional offer of funding (the Funding Agreement). You will be required to attend an induction day arranged by the BFI for all selected course providers **7 September 2018**.

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 Disclosure and Barring, health and safety and child protection policies in delivering the course.

Course providers 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.

### **Term**

Funding will be offered to run the course for one year. Please note we may in agreement extend the initial term for further years dependent on:

- Achievement of the deliverables (Section 2 above) for the previous year as outline in the End of Activity report (Appendix B) and in the section below;
- Evidence of the continued financial viability of the course provider;
- Agreement of a course schedule and budget for the next year; and
- Continuing availability to the BFI of Department for Education, National Lottery, and Creative Scotland and Northern Ireland Screen funds at least at current levels.

### **Monitoring, performance review and evaluation**

As part of the award we expect course providers to collect monitoring data on the deliverables. An End of Activity (EOA) report template will be provided to you by the BFI, which will capture this information, and will be due on the 31 March 2019 (please see **Appendix B**).

In addition to the completed EOA report, you will also need to submit:

1. A cost statement setting out actual expenditure against budget
2. Media release forms for all participants
3. List of project staff, freelancers and volunteers
4. Images, video and/or sound recordings of your activity in formats specified.

The BFI 2022 strategy document outlines a number of measures of success that are intended to show the impact of BFI's work. An evaluation will be carried out by an independent third party, and you may be asked share data and other information with the appointed evaluators to demonstrate your contribution to these measures of success.

## **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, which should include:
  - Number of participants recruited
  - Number of participants from BAME backgrounds
  - Number of female participants
  - Number of participants in receipt of Free School Meals
  - Number of participants with a disability
- 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).

## **Branding**

The BFI funding comprises Department for Education in England, National Lottery, Creative Scotland and Northern Ireland Screen funding.

It is therefore an important condition of BFI funding that the sources of the funding are prominently acknowledged throughout all aspects of the programme including through display of the Department of Education, BFI/National Lottery, Creative Scotland and Northern Ireland Screen lock-up logo (e.g. marketing materials, website) and through agreed verbal and written acknowledgment (e.g. press releases, social media) and that award recipients take frequent opportunities to highlight not just the fact of the funding, but why it is funded, and therefore the good work that's possible through these agencies.

You will be required to comply with all branding guidance issued by BFI (which may be updated from time to time).

## 7. Timetable

	<b>Date*</b>
Application launch date	27 June 2018
Application closing date	6 July 2018 (noon)
Decision and offer of funding	w/c 6 August 2018
BFI Film Academy courses commence	From 7 September 2018

Please contact [grace.bridger@bfi.org.uk](mailto:grace.bridger@bfi.org.uk) or [Carol-Mei.Barker@bfi.org.uk](mailto:Carol-Mei.Barker@bfi.org.uk) if you have any queries.

### **BFI Lottery Funding General Conditions**

- 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.
- 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.
- 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 funding agreement and any conditions precedent to that agreement have been satisfied or waived by the BFI.
- 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.
- 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 the BFI's Lottery funding programmes to programme. 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.
- 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.
- 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)

## **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 Educational Outcomes (CEOs)**

The BFI Film Academy will deliver a wide range of CEOs. 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 educational outcomes when developing their course. Activity should include all core educational outcomes from CEO 1 and **one or more** from CEO 2. Please clearly explain in your application how you will achieve these outcomes.

### **CORE EDUCATIONAL OUTCOMES 1 (CEO 1)**

#### **Knowledge & understanding**

<p>Understanding of film as a subject and art form and other subjects that are addressed through film</p> <p>Understanding the film industry options for career and further education progression.</p>	<ul style="list-style-type: none"> <li>• Receive a rounded educational and cultural experience of film and filmmaking.</li> <li>• Develop basic critiquing skills through watching and discussing a wide range of British and world cinema.</li> <li>• Gain understanding of a story structure.</li> <li>• Gain a clear understanding of the film value chain from development through to distribution.</li> <li>• Have direct engagement with industry practitioners in relevant fields.</li> <li>• Greater appreciation of and demand for British films</li> </ul> <ul style="list-style-type: none"> <li>• Gain a clear understanding of key roles and job market in the film industry and wider film sector.</li> <li>• Develop knowledge around opportunities for advancement in this sector across employment, HE/FE and vocational training.</li> <li>• Supported in devising a bespoke development plan.</li> </ul>
<p><b>Soft skills</b></p>	
<p>Gain or improve soft skills, communication skills (including non-verbal)</p>	<ul style="list-style-type: none"> <li>• Gain knowledge of negotiating, communication, teamwork through direct practical application of filmmaking e.g.: as part of production team, role of producer, director etc.</li> </ul>

### 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 EDUCATIONAL OUTCOMES 2 (CEO 2)

### Skills

Gain and improve technical skills, critical faculties, and collaboration and team work

*Please note that applicants can choose to have one or more of these activity areas.*

- Gain understanding and practical experience of physical production of film
- In documentary and digital filmmaking learn basic camera/lighting/sound skills on current industry equipment
- Gain overview of 3D and 2D animation techniques
- Gain overview of Maya and VFX workflows with mainstream production
- Post Production and mastering of films
- Marketing, exhibition and distribution lessons
- Gain practical experience of editing software, e.g.: final cut pro
- Produce short films where relevant
- Develop a script or treatment that meets film production specification
- Learn about the documentary form: Produce Mini Docs
- Understand the uses of animation in film and develop and use the techniques and processes in a short film production: stings (short 15 sec animates)

*Where relevant, participants should have the opportunity to showcase work produced during programme activity*

## Appendix B – End of Activity report template



### BFI Film Academy End of Activity Report 2018/19

#### OVERVIEW

As part of your contract with the BFI you are required to submit a final report that will consist of:

1. A completed project report
2. An expenditure budget
3. Monitoring data collected on participants (*if not previously submitted*)
4. Media release forms from participants
5. Images, video and/or sound recordings of your activity including final films made by participants – ***please note the formats required***

Final payment will only be released when the BFI has received the information requested and the funding conditions have been met.

Guidance for each section is provided below.

Please e-mail your completed project report to [Carol-Mei.Barker@bfi.org.uk](mailto:Carol-Mei.Barker@bfi.org.uk)

## 1. PROJECT REPORT

### PROJECT INFORMATION

<b>Organisation name</b>	<input style="width: 100%;" type="text"/>
<b>Lead contact</b>	<input style="width: 100%;" type="text"/>
<b>Location/s</b>	<input style="width: 100%;" type="text"/>
<b>Amount awarded</b>	<input style="width: 100%;" type="text"/>
<b>Dates course/s took place</b>	<input style="width: 100%;" type="text"/>

### OVERVIEW

#### A: RECRUITMENT DELIVERABLES

1) Diversity targets		
Target	BFI Recruitment target	Delivered (please note if your agreed target was different)
Black Asian and Minority Ethnic (BAME)	19%	
Female	50%	
Disability	8%	
Free School Meals	15%	

**2.1) Recruitment: How did you run your recruitment process? Did you make efforts to reach young people from diverse backgrounds? Could you tell us more about this and how successful you feel they have been?**

2.2) Between which dates did you run your recruitment?	
<i>Did you recruit...</i>	
2.3) ... using social media?	
2.4) ... with Bridge organisations?	

2.5) ... through local schools?	
2.6) ... through community groups?	
2.7) ... with specialists who work with hard to reach groups?	
2.8) ...through previous alumni	
2.9) ...other? Please state:	
2.10) Which of the above was most successful?	

<b>3) Number of participants</b>	
3.1) How many applications did you receive?	
3.2) How many applicants were successful?	
3.3) How many participants completed the course?	

<b>4) Did any participants not complete the course?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please give brief details</i>	

<b>5.1) Did you collect the course fee of £25 per person?</b>	
5.2) How many participants opted out of paying the £25 fee?	
5.3) How many participants required financial assistance for travel or childcare?	
5.4) What was the total amount redistributed through the £25 course fees?	
5.5) What was the total bursary amount applied for through the BFI central fund?	

<b>6) How many of your participants were successful in getting a place on either a specialist residential (Specialist) or the NFTS Craft Skills residential?</b>	

<b>7) Do you have any feedback on the charging model for the residential and whether it affected applications from your participants?</b>	
---	--

--

**B: SCHEDULE AND COURSE DELIVERABLES**

<b>8) Please attach your most up-to-date course schedule to this report. Please outline below if any sessions were altered from the schedule you applied with.</b>
--

--

<b>9) Tell us briefly about the activities that you have undertaken. How many hours of activity were provided to each participant?</b>
--

--



**13) What were some of the key challenges encountered?**

--

**14) Please give details of any health and safety incident or any matter concerning safeguarding or care of participants.**

--

**C. ACCREDITATION and WORK AFTER COURSE DELIVERY**

**15) Did you deliver Arts Award or NCFE 'Preparing to Work in the Film Industry' to your participants?**

AA

NCFE

*If you delivered Arts Award please go to question 12. If you delivered 'Preparing to Work in the Film Industry', skip to question 13.*

**16.1) Please comment on your experience delivering the Arts Awards (for England and other courses where delivered). Did you have any challenges or concerns? Did the participants see value in achieving an Arts Award? Did you find the supportive curriculum helpful in planning your activity?**

--

*If your Arts Awards have been moderated:*

16.2) How many participants achieved a Bronze Arts Award?

16.3) How many participants achieved a Silver Arts Award?

16.4) Did you meet the Accreditation attainment target of 70%

*If your Arts Awards are waiting for moderation:*

16.5) What is the date of moderation?

16.6) How many participants do you anticipate receiving a Bronze Arts Award?

16.7) How many participants do you anticipate receiving a Silver Arts Award?	
--	--

<b>17.1) Please comment on your experience delivering ‘Preparing to Work in the Film Industry’ qualification.</b> Did you have any challenges or concerns? Did the participants see value in achieving the qualification? Did you find the training sessions and support materials useful in planning your activity?	

<i>If your portfolios have been moderated:</i>	
17.2) How many participants achieved the award?	
17.3) How many participants achieved the extended award?	
17.4) How many participants achieved the certificate	
17.5) Did you meet the Accreditation attainment target of 70%	
<i>If your portfolios are waiting for moderation:</i>	
17.4) What is the date of moderation?	
17.5) How many participants do you anticipate receiving the award?	
17.6) How many participants do you anticipate receiving the extended award?	
17.7) How many participants do you anticipate receiving the certificate?	

<b>18) Are you staying connected with alumni? If so, how are you doing this – eg Facebook?</b>

<b>19) If you were a course provider previously:</b> Did any alumni from this or previous years course take advantage of the BAFTA-organised alumni programme (careers surgeries, mentoring, online masterclasses, alumni closed Facebook page)?

**20) Did your academy participate in any of the various additional opportunities? (Warner Bros, Production Design Masterclass, BBFC etc). What was the impact on participants?**

**21) Have any of your alumni taken up work placements? (We realise courses have recently finished so will administer another survey of this in 6 months' time.) Please include examples from any previous courses if you delivered a course last year.**

**22) Have any of the participants' films been entered into film festivals or had additional screenings? Please examples from all previous years**

#### D. MANAGEMENT

**23) Do you conduct your own evaluation? If so, could you briefly give us details of your approach and any main findings?**

**24) Is there any information about your experience of the BFI's funding process or administration of the programme management that will help us improve this in the future? Is there anything else the BFI team could/should be doing that would make it easier for you to deliver an excellent course/experience?**

**25) Do you have any case studies we can use to illustrate successful alumni progression? Can you tell us about any examples of where your Academy has helped participants do interesting, innovative or inspiring things? Are there any individuals from your course that would be worth the BFI following up with regarding their next steps?**

26) Any other comments you'd like to make (on any area covered, or not, by the previous questions)?

## 2. DETAILED INCOME AND EXPENDITURE REPORT

You will also be required to return a completed Income and Expenditure Budget. Please add a column to the budget you submitted with your application and label it 'actual spend'. Where significant variances exist between predicted and actual spend, please provide some notes on the cause. In the income column please indicate whether other funding for this project was received.

Please tick here if to indicate that the income and expenditure sheet is appended to this report

## 3. MONITORING DATA

The BFI requires this information for research and reporting purposes to evaluate the effectiveness of the programme funding. The Data submitted is processed by the BFI and sent as statistical information to the DfE. Please complete the separate 'monitoring summary form' and send copies of the full application forms for successful applicants.

**(This information was requested at the start of the course so you may have previously sent the monitoring form and application forms.)**

Please tick here if to indicate that the monitoring data is appended to this report

## 4. MEDIA RELEASE FORMS

Media release forms from each participant.

Please tick here if the media release forms are appended to this report

## 5. IMAGES, VIDEOS AND SOUND RECORDINGS

Please provide all films and images created on the course (including behind the scenes films) in the following formats:

- A digital full res file in MOV, FLV or MP4 formats
- Word document with list of crew and roles/tutors
- Stills and photographs from the course either on CD or via WeTransfer
- Youtube link. Please use the words 'BFI Film Academy' in the text for your video so that we can include it on our BFI Film Academy channel (optional)
- DVD of the films (optional)

Please tick the boxes to indicate which are appended to the EOA report. If they have been sent separately, please give details in the box below.

--