



THE
NATIONAL
LOTTERY®



NETWORK

MORE FILMS FOR FREEDOM

Application Guidelines

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In association with



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INTRODUCTION

Welcome to BFI NETWORK. We have a mission to discover and support talented writers, directors and producers at the start of their careers. We're seeking talent with the burning desire to tell original stories: people with inspired creative approaches and new perspectives, and work that might be surprising, revelatory or challenging.

We invest National Lottery funds in original filmmaking from adventurous storytellers, with a focus on projects which respond to our core objectives which are to support:

- the early careers of ambitious filmmakers;
- work with cultural relevance or progressive ideas;
- filmmaking that takes risks on talent, form and content, where the more commercial sector cannot;
- work that recognises the quality of difference – in perspective, in talent, in recruitment;
- an increase in the number of active projects originated by filmmakers outside London and the South East of England.

WHAT IS MORE FILMS FOR FREEDOM?

More Films for Freedom is a partnership between BFI NETWORK and the British Council that aims to find and fund vital, creative collaborations that explore LGBTIQ+ global human rights, intersectionality or diaspora identity. It builds on the #FiveFilmsForFreedom digital campaign, which originated in 2015 as a partnership between BFI Flare: London LGBTIQ+ Film Festival and the British Council, and which has generated views from over 14 million people in 202 countries and principalities. In previous editions of the Five Films campaign, we found a gap in projects and stories originating in countries within the African continent and the Middle East. More Films for Freedom therefore looks to commission new LGBTIQ+ projects that will have at their heart an element of collaboration between UK-based filmmakers and filmmakers/storytellers from countries in these regions.

We are looking to commission three films which will be awarded a grant of up to £20,000 each, to cover all stages of production, delivery of materials, and team travel. We can support fiction and documentary films.

WHAT SUPPORT DO FILMMAKERS RECEIVE?

This fund provides grants to support the production costs of up to three short films. Each award of funding is accompanied by creative oversight of the short film by BFI NETWORK and British Council staff. In addition, each team will work with Caragh Davison, BFI NETWORK Talent Programme Manager, whose support will be provided alongside their funding, to mentor both team and project from script through to edit.

The three selected films will be eligible to screen at next year's BFI Flare: London LGBTIQ+ Film Festival, as well as to participate in the 2021 #FiveFilmsForFreedom campaign, upon completion. The premiere of the films will be made by BFI and British Council, either at Flare or online via BFI and British Council platforms. BFI and British Council will also have the non-exclusive right to exhibit the film via our online platforms, from the point of its delivery to us. These are contractual terms of the funding and are non-negotiable.

Supported filmmakers will be able to submit their films to other festivals or distribution opportunities following their premiere by BFI and British Council.

WHEN WILL THE FILMS NEED TO BE MADE?

There is a specific timetable for this funding scheme that funded filmmakers must adhere to. It is therefore important that applicants are realistic about what can be achieved in the time available. All films need to be fully delivered by 15 February 2021 at the latest. We are looking for applications that can be confident about achieving this deadline, including in relation to any potential disruption or restrictions caused by the COVID-19 pandemic. Filmmakers need to consider thoroughly all risks relating to COVID-19 and show a convincing plan and budget to mitigate these risks in their applications.

Below you'll find a table showing key dates during the selection and production period. Please check that you are confident that you could develop, set up, storyboard, shoot, edit and deliver your film in the 17 week period designated for both production and post-production. All dates are subject to revision by BFI.

Applications open	16 July 2020
Deadline for applications	16 August 2020
Interviews for shortlisted projects	w/c 7 September 2020
Successful applicants selected	11 September 2020
Any additional financing secured by filmmakers	15 September 2020
Final script delivered and signed off by BFI Talent Programme Manager	2 October 2020
Final budget and related materials delivered and signed off by BFI Talent Programme Manager	9 October 2020
Grant awarded and funding agreement issued and executed	w/c 12 October 2020
Production/post-production period	19 October 2020 – 31 January 2021
Rough cut delivered	No later than 31 January 2021
Feedback on cuts and revisions made	w/c 1 February 2021 onwards
Final film delivered	15 February 2021

CAN I APPLY?

TEAM COMPOSITION

More Films for Freedom supports international collaborations between UK-based filmmakers and filmmakers in or from the Middle East or African continent. All teams applying must have this international component, which may be by way of citizenship, nationality or residency status of the collaborators. For example, it could come through a co-production arrangement, or through working with a writer, director or documentary subject based partly or wholly in the Middle East or African continent. A team may be composed of filmmakers that are now based solely in the UK, if it includes one or more individuals among the writer, director or producer who have nationality or cultural heritage from the Middle East or African continent.

All teams applying need to demonstrate how they will collaborate internationally and show they will achieve a meaningful collaboration. If you are applying as a co-production between a UK and international producer/production company, both producers will need to jointly complete the application and, if selected for interview, be present at the interviews which will be conducted digitally.

Each team needs to include an experienced, UK-based producer capable of delivering projects with an international component.

The application needs to be made through a company registered and centrally managed in the UK, European Union or European Economic Area. In addition, your writer, director or producer needs to have written, directed or produced (as appropriate) at least one short film that has either:

- gained industry recognition through acceptance into one of the festivals on the [British Council's Key Festivals list](#) or the [BAFTA-qualifying film festival list](#); or
- had specific recognition, which you can describe in your application, from LGBTIQ+ communities in the UK or within the Middle East or African continent.

More Films for Freedom makes grants of National Lottery funding through BFI NETWORK. This is a talent development project, so directors applying should not, at this stage, have had a feature film that they have directed be produced and receive UK distribution. Distribution in this context means released either theatrically or via a major online platform, where a distribution deal has been made for the film (as distinct from self-distribution).

Projects need to have a writer, director and producer attached before an application can be made. Teams need to have a minimum of two individuals across the three creative roles, e.g. separate individuals who are a writer-director and producer respectively, or a director working with a writer-producer. Director-producers are not eligible to apply.

If you are a director and writer who are looking for a producer, or a producer looking for a writer and director, and you would like to make one of the More Films for Freedom but cannot currently apply due to not being a full team, please let us know as soon as possible on morefilms4freedom@bfi.org.uk. Please include a CV; writers should also include a description of their project idea. We cannot in any way guarantee that we can match you with collaborators, but we will see whether there are any potential matches and may make introductions. Such teams would then need to make a formal application via the usual route by 16 August 2020. Any teams resulting from introductions made by us need to be fully comfortable in working together and agree all relevant aspects of their collaboration before entering into any potential funding agreement with us.

The writer, director and producer all need to be over 18 and not in full-time education. Each person can be attached to one application only.

If members of your team are involved in other projects that are also seeking funds, or have secured funds, from the BFI including BFI NETWORK, you should state this in your application. It will need to be clear to us that those concerned would be able to fulfil their obligations to each film, should they be offered funding for more than one project.

TYPES OF PROJECTS THAT CAN BE SUPPORTED

More Films for Freedom aims to stimulate new ideas and stories. We therefore don't support adaptations of existing material, apart from when a writer is seeking to make a film adaptation of their own work, providing they hold the rights required to do so. This includes adaptations of work originally created for the stage.

We support standalone short films; it is fine to apply with an idea that you also think has the potential, further down the line, to be developed into other forms or formats.

PROJECT FINANCE

The films supported by More Films for Freedom need to be fully complete and delivered to the BFI by 15 February 2021. They therefore need to enter production swiftly following confirmation of support and all funding conditions being met. This means there is minimal time for securing any additional finance on top of the support provided to successful applicants by the BFI. We will prioritise projects that can show complete financing when the BFI National Lottery funding is taken into account. Applicants seeking to raise additional funds must show in their applications that they could feasibly produce a revised BFI-approved budget and secure any additional financing by 15 September 2020. Failure to do so may result in the grant being withdrawn. We may require that the additional funding is paid to you in part or full in order for us to pay your first instalment of BFI funding.

THE BFI DIVERSITY STANDARDS

Before you make an application you will need to read the [BFI Diversity Standards](#), a set of measures that prompt you to consider how your project can contribute to creating a more inclusive UK film industry. You'll be asked to answer a question on how your film responds to the Standards in your application.

SPECULATIVE SUBMISSIONS

We can only make awards to projects that have been submitted to us through the online application process. This means that we cannot accept, or read, informal submissions such as feature ideas or other materials submitted by any means other than the online application portal.

WHAT CAN I APPLY FOR?

More Films for Freedom supports films that creatively engage with LGBTIQ+ themes, have strong visual ideas and cinematic flair, and have an element of collaboration between UK and filmmakers/storytellers from the Middle East or African continent. Building on the #FiveFilmsForFreedom digital campaign, we invite films to explore LGBTIQ+ themes including global human rights, intersectionality or diaspora identity.

We can support fiction, documentary and animated film, and films that cut across these generic distinctions. All films should have a strong central idea and storyline which will help them reach a wide range of audiences internationally.

This fund is for short films of **between five and ten minutes in length.**

We will look at your script and the rest of your application to gauge how long your film is likely to be. As an indication, a typical page of dialogue will roughly equal a minute of on-screen time.

Projects can shoot in the UK and/or internationally, but it must be possible to complete the films on the budget available. It is particularly important this year, given the uncertainty and restrictions caused by COVID-19, that you can present a feasible production plan and show appropriate budget consideration and mitigation for risks arising from potential disruption due to COVID-19. This may mean considering using locations that avoid or minimise international travel, and digital communication over physical meetings.

All films need to be suitable to screen online, globally, for as wide an audience as possible. In order to maximise the international accessibility of the films, we cannot support films that include graphic violence, nudity in a sexual context, strong sexual content or frequent use of strong language.

You should apply for the amount of money you will need to make your short film, up to a maximum amount of £20,000. We will assess the feasibility of your budget and may offer you funding at a different amount than that which you've requested. For all films we require that everyone is paid for their work, in line with the guidance in the Budget section below.

Your budget should include all costs of final development and production of your film; we cannot accept applications for development costs alone. A list of eligible costs is provided in the [How do I make an application?](#) section below. The costs of subtitling of the films into additional languages will be covered by the British Council and so do not need to be included in the budget. Some specific delivery materials will be required from you to enable this subtitling, as described in [Successful applications](#) below.

ACCESS REQUIREMENTS DURING THE PRODUCTION OF YOUR SHORT FILM

If any members of your cast or crew have personal access needs that will incur a cost during the production of your short film, you should include these costs in your request to us. We define such needs as specific support required by people who are disabled or have a physical or mental health condition, which will result in an actual cash cost to your production budget. This might for example be a BSL interpreter to work with members of cast or crew; additional transport or accommodation costs for disabled team members; or a personal assistant for a team member with a learning disability or mental health condition to assist during the production.

If you require support for such costs, please include them in your budget under the category Access support. These costs will not count towards the £20,000 maximum award amount – so, if you require additional funding to pay for personal access support during production, you can make an application to us for up to £20,000 plus the additional amount you need for access support.

¹Please note this is distinct from any subtitling required for the main version of the film – for example, if your film is in a language other than English – and from subtitles/captions for Hard of Hearing. These need to be budgeted for in your application budget.

ENVIRONMENTAL SUSTAINABILITY

We want to ensure that teams have the tools they need to understand the impact of their production on the environment, including the carbon emissions generated and their contribution to climate change.

Productions should follow these core principles:

- Seek to reduce the negative environmental impact of production wherever possible – including use of digital communication and meeting tools to avoid high carbon emission forms of travel
- Share and embed sustainable values and behaviour with cast, crew and their supply chain
- Promote sustainable production to colleagues within production and across the wider industry.

All productions in receipt of More Films for Freedom funding are **required to complete a carbon prediction in pre-production and a final calculation once post-production is complete**. The prediction and the online materials will enable you to see which of your activities will generate the most carbon emissions, and so identify actions to reduce these before you enter production. All teams should read BAFTA albert's [What to Think About When Making a Sustainable Short](#) and follow the ten actions listed to reduce their actual carbon footprint.

Your final carbon calculation needs to be submitted to us via the albert website, alongside the delivery materials you will submit to the BFI. Visit wearealbert.org/production-handbook/production-tools/ to set up an account. You can then log into the calculator itself at calc.wearealbert.org/uk

BAFTA albert also provide free sustainable production training to understand climate change and the actions that can be taken to create a more sustainable production. We encourage at least one person from your team to attend the training. Please check here for upcoming training dates:

wearealbert.org/about/free-training/

MUSIC

Music can be complicated to clear in terms of permissions, and expensive. If we make an award for your short film, our agreement with you for the funding will include parameters for use of music within the film, to ensure that additional costs or delays do not arise during distribution of the film in relation to getting permission to use music. If you plan to use a particular piece of copyrighted music, you will need to provide evidence in your application that all music is budgeted for, including to enable clearances to be made in perpetuity to enable unrestricted screenings of the film.

ENHANCED ACCESS MATERIALS

The BFI and British Council are committed to ensuring that the cinema experience is open to all, especially to d/Deaf and disabled audience members. It's a requirement of our funding that the film is delivered with subtitles and Audio Description, and that the availability of these materials is publicised and they are made available in time for any screenings of the film.

You will need to factor the production of these materials into your production timeline, and ensure you have budgeted for them accordingly. Someone from the creative team will need to take responsibility for liaising with the company carrying out the work. Cost estimates for this work can vary considerably so it is important to shop around as early as possible to ensure you have budgeted appropriately.

CHECKLIST BEFORE YOU APPLY

Please check that you meet the criteria below, together with any other specifications set out in these Guidelines, before submitting your application:

I'M SEEKING FUNDING FOR A 'SINGLE PROJECT' SHORT FILM OF NO LONGER THAN 10 MINUTES IN LENGTH

MY PROJECT IS A COLLABORATION BETWEEN FILMMAKERS (WRITER, DIRECTOR, PRODUCER) FROM THE UK AND THE MIDDLE EAST OR AFRICAN CONTINENT

MY PROJECT CREATIVELY ENGAGES WITH LGBTIQ+ THEMES SUCH AS GLOBAL HUMAN RIGHTS, INTERSECTIONALITY OR DIASPORA IDENTITY

MY FILM WILL NOT CONTAIN GRAPHIC VIOLENCE, NUDITY IN A SEXUAL CONTEXT, STRONG SEXUAL CONTENT OR FREQUENT USE OF STRONG LANGUAGE, AND IS CAPABLE OF OBTAINING A BBFC CERTIFICATE WHICH IS NO MORE RESTRICTIVE THAN BBFC '12'

I HAVE CONSIDERED HOW THE COVID-19 PANDEMIC MAY AFFECT THE PRODUCTION OF MY PROJECT AND HAVE DEVELOPED MITIGATION PLANS AND PROVIDED FOR THESE IN MY BUDGET TO MINIMISE THE POSSIBILITY OF PRODUCTION BEING DELAYED OR DISRUPTED BY THE PANDEMIC

THE DIRECTOR(S) OF THE PROJECT HAS NOT / HAVE NOT DIRECTED A FEATURE FILM THAT HAS BEEN PRODUCED AND RECEIVED UK DISTRIBUTION

THE WRITER(S), DIRECTOR(S) OR PRODUCER(S) OF MY PROJECT HAS / HAVE WRITTEN, DIRECTED OR PRODUCED (AS APPROPRIATE) AT LEAST ONE SHORT FILM THAT HAS EITHER:

- GAINED INDUSTRY RECOGNITION THROUGH ACCEPTANCE INTO ONE OF THE FESTIVALS ON THE [BRITISH COUNCIL'S KEY FESTIVALS LIST](#) OR THE [BAFTA-QUALIFYING FILM FESTIVAL LIST](#); OR
- HAD SPECIFIC RECOGNITION, WHICH I CAN DESCRIBE IN MY APPLICATION, FROM LGBTIQ+ COMMUNITIES IN THE UK OR WITHIN THE MIDDLE EAST OR AFRICAN CONTINENT.

I HAVE A FINANCE PLAN IN PLACE OUTLINING HOW ANY ADDITIONAL FINANCING (IF NEEDED) CAN BE SECURED BY 15 SEPTEMBER 2020

I UNDERSTAND THAT THE BFI AND BRITISH COUNCIL WILL HAVE THE RIGHT TO PREMIERE THE FILM, THROUGH A PHYSICAL SCREENING AND/OR DIGITAL EXHIBITION ON THEIR ONLINE PLATFORMS INCLUDING BFI PLAYER & BRITISH COUNCIL YOUTUBE CHANNEL

THE WRITER(S), DIRECTOR(S) AND PRODUCER(S) OF THE PROJECT ARE EACH AGED 18 OR OVER AND ARE NOT IN FULL-TIME EDUCATION

MY PROJECT IS CAPABLE OF QUALIFYING FOR CERTIFICATION AS BRITISH THROUGH:

I. ONE OF THE CULTURAL TESTS; OR

II. ONE OF THE UK'S OFFICIAL BILATERAL CO-PRODUCTION TREATIES; OR

III. THE EUROPEAN CONVENTION ON CO-PRODUCTION

THE SHORT FILM WILL BE WHOLLY ORIGINAL TO ME AND MY TEAM AND IS NOT BASED ON ANYONE ELSE'S PRE-EXISTING WORK

THE APPLICATION WILL BE COMPLETED BY MY PROJECT'S PRODUCER(S), INCLUDING ANY CO-PRODUCER(S), WITH THE UK-BASED PRODUCTION COMPANY AS THE LEAD APPLICANT.

I HAVE CONSIDERED HOW THE PROJECT WILL ADDRESS THE BFI DIVERSITY STANDARDS

²Please note that your own assessment of your project as being capable of qualifying for certification does not mean that it will necessarily pass. Full guidance on British certification can be found on the BFI website at [bfi.org.uk/film-industry/british-certification-tax-relief](https://www.bfi.org.uk/film-industry/british-certification-tax-relief)

HOW DO I MAKE AN APPLICATION?

Applications for this funding open on 16 July 2020 and close on 16 August 2020 at 11.59PM. Applications must be made through the online [More Films for Freedom](#) form on the [BFI NETWORK](#) website.

When first using the online application portal you will be asked to create an account: this means you can save and review your applications before submission. You will be able to access all your previous and in-progress applications at any point by logging into [your account](#). If you need support in completing the application form please contact us on morefilms4freedom@bfi.org.uk

Your project's lead producer should provide their details in the Contact section of the form. They will be considered the 'lead applicant' to whom, if your application is successful, the award will be made.

EQUALITY MONITORING FORM

On starting an application you'll be asked to complete an Equality Monitoring Form, which opens up in a separate window. This collects data to help measure how effective the BFI is in attracting a diverse range of applicants for funding. It requests information about the writer, director and producer on your project.

PROJECT AND TEAM

These sections will ask you for information including:

- your story idea
- a creative statement from your team, outlining how your story engages with LGBTIQ+ themes
- a description of your international collaboration and how you will work together in practical terms

- your production plans - including intended filming location, any international travel at pre-production and production stage, any specific challenges you envisage, shooting plans and other relevant information
- CV summaries for your writer, producer and director, including a link to the previous film that makes you eligible to apply
- how your project responds to the BFI Diversity Standards, e.g. how it might address industry under-representation in relation to disability, gender, race, age, sexual orientation and / or socio-economic status. The information you provide for this answer may be anonymised and used to help inform future funding decisions, research and strategy.

FINANCE

You'll be asked to state the amount of funding you are seeking from the BFI for your short film, alongside the total cost of producing it. If you require other funds in addition to a BFI grant, you will need to detail these and show an achievable plan for securing them by 15 September 2020.

BUDGET

At the end of the form you will need to attach a budget using the Excel template provided alongside these guidelines showing a breakdown of your anticipated costs. If you need any guidance about how to complete the template, please let us know.

Your budget should make sure to include sufficient funds to cover:

- all costs you expect to incur, with estimates used if necessary;
- the clearance of all rights in the film worldwide in all media in perpetuity (including use fees, repeat fees and residuals);

- any team travel for development or production, as part of the cross-cultural collaboration;
- payment for all cast and crew at least at National Minimum Wage rates or higher ([gov.uk/national-minimum-wage-rates](https://www.gov.uk/national-minimum-wage-rates));
- any access support you require in order to produce the film;
- enhanced access materials (HOH subtitles and Audio Description) for the film;
- the production insurances;
- all the delivery materials (see [Successful applications](#) below) required by the BFI;
- a 5% contingency;
- any other requirements of funding detailed within these Guidelines.

You may choose to budget for creating a Digital Cinema Package (DCP) for exhibiting your film. If so, please include the cost of creating an additional unencrypted DCP for the BFI National Archive, for the purposes of long term preservation.

You are not required to put a cost against every line of the budget template – please only show the expenditure you will actually incur on your project. Please note that the funding from the BFI will be a grant and inclusive of any VAT.

We cannot cover the costs of any capital expenditure such as equipment purchase.

SUPPORTING MATERIALS

This section will ask for details of the film that makes you eligible to apply for this funding and links to supporting work from your writer(s), director(s) and producer(s).

You can also provide links to any materials expressing your ideas for the project you are seeking funding for.

ATTACHMENTS

At the end of the form you will be asked to attach:

- your budget
- the script of your short film in standard industry format (or treatment for a documentary / storyboard for animation), submitted as a PDF or Word doc. This needs to be dated on its front page;
- Any other materials relevant to the project, if you haven't provided links in the previous section.

WHAT HAPPENS TO MY APPLICATION?

Once you have submitted your application, you'll receive a confirmation within 14 days that it has been received and a unique reference number will be assigned to the application.

A. ELIGIBILITY

We will check that your application is eligible for funding, using the criteria identified in [Can I Apply?](#) above. Incomplete applications will be considered ineligible so please ensure that you complete all sections of the application form with the information requested.

If your application is ineligible, we will send you an email to inform you of this. If you then realise you've made an error on your application which has rendered it ineligible, please tell us at this point, as we may still be able to assess it.

B. ASSESSMENT

Your application will be assessed against the following criteria:

- its potential contribution to meeting the [stated objectives of the BFI Film Fund](#)
- the creative strengths of the proposal, including its engagement with LGBTQ+ themes including global human rights, intersectionality or diaspora identity
- the strengths of the project team, including the strength of the proposed international collaboration
- how the story will connect with audiences internationally
- the likely career progression benefit for new filmmakers
- the impact your project could have in addressing the BFI Diversity Standards

- the project's likely need for National Lottery support, e.g. related to its potential cultural impact
- the overall balance of projects receiving support, to ensure variety in the work being funded.

The assessment will also take into account how you have managed any previous BFI funding you may have received.

Projects will be assessed by a panel of BFI and British Council representatives. They may contact you to discuss your project, including to suggest you make revisions to your application before a final decision is made. If we request additional materials from you, the amount of time it takes for you to supply these may have an impact on our ability to take a funding decision within the timeframe outlined [above](#).

We may consult other external readers or colleagues from other organisations regarding your application. If this occurs, the individuals involved will be required to maintain confidentiality regarding the application contents and agree not to retain application materials following their review.

A shortlist of up to 10 projects will be invited for interview on the week commencing 7 September 2020, in order to select the final three projects for funding. Interviews will be conducted over video call and need to include each project's writer, director and producer(s).

We will undertake a due diligence assessment of the applicant as part of the review process; details of this are provided within the application form.

The BFI reserves the right to make no awards, or less than three awards, under the More Films for Freedom programme if there are not enough applications considered by the BFI to be sufficiently viable.

LOTTERY FINANCE COMMITTEE CONSIDERATION

Following the interviews, funding recommendations will be made to the BFI Lottery Finance Committee. This is the final stage of the funding decision process.

All applicants will be informed in writing of the decision on their application. If your application is declined, all supporting materials will be deleted from your submission in line with our record retention policy.

The decision of BFI NETWORK as to whether it wishes to support your application is final.

FEEDBACK

We are only able to support a small percentage of the applications received and unfortunately have to say 'no' far more often than we are able to say 'yes'. We're not able to give feedback on every application received, but can provide feedback on request for applicants who reach interview stage.

Some of the reasons we decline applications are:

- the project was not eligible for funding
- it did not align with our stated objectives for this funding, as described in [Can I apply](#) and [What can I apply for](#) above
- we felt the material was too familiar or derivative
- we didn't feel that the project 'needed' National Lottery support, i.e. it should or could be financeable by other means
- there was insufficient engagement with the BFI Diversity Standards.

We welcome constructive feedback from you on our application process, so we can continue to improve: please send any feedback to morefilms4freedom@bfi.org.uk

RESUBMISSION

No resubmissions can be made to BFI NETWORK for More Films for Freedom applications that have been declined, unless we have invited you to resubmit.

SUCCESSFUL APPLICATIONS

If your application is successful, you will be made an offer of funding as set out below.

Selected projects will work with the BFI NETWORK Talent Programme Manager to reach final sign-off on their script, prior to production commencing. You will need to provide a final budget that the BFI must approve, production schedule and shooting dates, and a confirmed Specification for your short film, prior to us sending you the offer of funding. This will constitute the agreed criteria against which the project will be delivered.

The award will take the form of a non-recoupable grant and you will be required to enter into an agreement with the BFI that sets out the terms and conditions of our funding. The agreement will include the following:

1. You will be required to include specified credits (for BFI NETWORK, BFI Flare, British Council and the National Lottery) in the opening and closing credits for the short film.
2. A legal undertaking by you that the work being funded is wholly original to you and your team and that all third party materials incorporated in the film are cleared for use in the film in all media in perpetuity.
3. A permanent, non-exclusive license to the BFI and British Council to copy, reproduce and/or exhibit the Film (1) non-theatrically including without limitation in educational establishments or by on-line means on the BFI and British Council websites and online channels (including the BFI Player, BFI NETWORK and British Council YouTube channel) and to authorise others to do so (via linked websites) throughout the world in perpetuity and (2) the right to use clips from the Film for promotional purposes in relation to the Film or in relation to promoting BFI NETWORK, the British Council, BFI Flare, the National Lottery or the More Films for Freedom project.
4. The right for BFI and British Council to premiere the Film, which may be through a physical screening (including at BFI Flare LGBTIQ+ Film Festival) or online exhibition.
5. A right of approval for the BFI of each cut of the Film, including its final cut.
6. A right of approval of all main production elements (including heads of department) and final credits.
7. A requirement to put in place all customary production insurances on which the BFI must be named as an additional insured.
8. A right for BFI and British Council to make a public announcement of the successful applications, to publish the names of the

writer(s), director(s) and producer(s) and brief biographical details, and the requirement for these filmmakers to make themselves available to participate in press/promotional interviews as required.

9. If the Film is selected to be screened at BFI Flare: London LGBTQ+ Film Festival and/or as part of a digital programme, the producer and / or the Film's director or key on-screen contributors shall attend any BFI screening and/or British Council events, and also undertake a mutually acceptable limited programme of activities to promote More Films for Freedom, particularly immediately after the commissioned films are announced. The filmmakers are responsible for all reasonable costs associated with attending the BFI screening.
10. An agreement to obtain written consent from the BFI before undertaking any press or publicity activity relating to involvement in the More Films for Freedom Project.
11. A rough cut delivery date of 31 January 2021, by which you undertake to deliver a rough-cut of the Film to BFI via a digital file by 31 January 2021.
12. A final delivery date of 15 February 2021, by which you agree to finish work on your short film and submit the required delivery materials to us.

13. A cashflow that breaks down the award total into instalments, with the final payment being subject to submission to us of the delivery materials. The majority of the award is generally provided in an initial instalment (e.g. of 90%) to provide funding for use during delivery when costs are incurred. There is generally a holdback of 10% that is released upon BFI approval of all required delivery materials. Any underspend on the award will be retained by, or reimbursed to, the BFI.
14. Delivery materials: Successful applicants will receive a detailed Deliverables sheet with full information on the materials required. In summary, we will require delivery of the following items (the cost of which must be contained in the budget for the film):

Film and Video Materials

- 1 Pro Res 4444 Quicktime mezzanine file.
 - 1 H264 .mov or .mp4 file.
 - 1 clean Pro Res 4444 Quicktime mezzanine file ("Pro Res") (without subs)
 - 1 clean no sound H264 .mov or .mp4 file (without subs & without sound)
 - Caption (i.e. subtitle) files.
 - Audio Description ("AD") track.
 - 1 password protected Vimeo link.
- In the event that it is not possible to deliver the Pro Res or H264 files electronically, they should be provided using a portable hard

drive such as the Avastor HDX series.
If you are producing a DCP, a copy of the DCP should be submitted as an additional item of your Delivery Materials.

Publicity Materials

- 1 selection of approved publicity stills.
- 1 selection of 'Behind the Scenes' stills taken from the film.
- 1 written pack to include one synopsis of approximately 250 words and a 160 character logline, flyers and other publicity material, full credits list, biographies of principal cast, individual producer(s), director(s), writer(s) and key crew, and production information.

Documentation

- 1 Final Cost Report.
- 1 BAFTA albert carbon calculator report, comprised of pre- and post-production calculations, submitted via the albert website.
- Any applicable rights clearances.
- PDF copies of all clearance agreements including Artists Agreement(s), Director and Writer Agreement, Contributors Agreements (to include at a minimum all Heads of Department: DOP, Sound Recordist, Editor, Art Director/Production Designer, Sound Designer (if applicable)) and Music Contributors Agreement, and a copy of the music cue sheet.
- Equality Monitoring Report submitted via online link. This will request information on

the contributors to your project and will be used to measure success against the BFI Diversity Standards.

- 15.** An undertaking from you to acknowledge publicly that you have received National Lottery funding. The support provided by BFI NETWORK is only possible because of the National Lottery. We ask the filmmakers we fund to do everything they can to acknowledge the National Lottery as the source of this funding. This includes displaying the National Lottery logo on your short film, related marketing materials, press releases and on the front pages of project and organisational websites. We ask beneficiaries to actively acknowledge and spread the word about their project being made possible by money raised by National Lottery players, whenever they can. This includes mentioning the National Lottery, at a minimum, on press releases, on print and marketing materials, online including through social media, and when speaking to the industry and the wider public about the project.
- 16.** An undertaking from you to deliver against the plans made by you in relation to the BFI Diversity Standards. Failure to deliver against those undertakings without good cause may affect your ability to receive future project funding from the BFI.
- 17.** Standard termination provisions.

BFI LOTTERY FUNDING GENERAL CONDITIONS

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

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

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

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

11. The BFI requires that any measures taken by applicants to address under-representation are fully in compliance with the Equality Act 2010 – see more at equalityhumanrights.com

12. Complaints and Appeals: The BFI's decision is final. Inevitably applications will be turned down and applicants may be disappointed by this result. Formal appeals against the final decision will not be considered unless the applicant has

good cause to believe that the procedures for processing the application were not adhered to, or applied in such a way as to prejudice the outcome of the application. A copy of the BFI's Complaints and Appeals procedure can be obtained on request from the BFI's Communications Office.

13. Recognition of the National Lottery: The BFI distributes 'good cause' National Lottery Funding. We ask all of our partners and award recipients to increase the visibility of the National Lottery by:

- promoting and proudly displaying the National Lottery logo; and
- warmly and energetically finding ways to spread the word.

It is therefore an important condition of BFI funding that the source of the funding (being the National Lottery) is prominently acknowledged through conspicuous use of the BFI/National Lottery lock up logo and through agreed verbal and written acknowledgement. Also that partners and beneficiaries take frequent opportunities to highlight not just the fact of the funding but why it is funded and therefore the good work that is possible through the National Lottery.