



# FILM FUND GUIDELINES

Making an application to the

## **BFI SHORT FORM ANIMATION FUND**

Published July 2019



# CONTENTS

**INTRODUCTION**

**3**

**BFI SHORT FORM ANIMATION FUNDING: OVERVIEW**

**4**

**CAN I APPLY?**

**5**

**WHAT CAN I APPLY FOR?**

**7**

**HOW DO I MAKE AN APPLICATION?**

**14**

**WHAT HAPPENS TO MY APPLICATION?**

**17**

**FEEDBACK**

**20**

**RESUBMISSION**

**21**

**SUCCESSFUL APPLICATIONS**

**22**

**BFI NATIONAL LOTTERY FUNDING GENERAL CONDITIONS**

**26**

**APPENDIX A - ELIGIBLE FESTIVALS**

**28**

# INTRODUCTION

Welcome to the guidelines for BFI Short Form Animation Funding.

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 & the South East of England.

Please read these guidelines carefully before making your application.

# BFI SHORT FORM ANIMATION FUNDING: OVERVIEW

The BFI Short Form Animation Fund offers support for higher-budget animated work from teams based in the UK. It will provide funding of £30,000 - £120,000 per project, supporting teams to create work that can gain major recognition and open up new opportunities. It can support narrative short form projects in any animated technique or genre and for any platform e.g. cinema, online or TV (though not work intended primarily for broadcast television). The fund is intended for work that is unlikely to be fully commercially financed and would therefore benefit from National Lottery support.

There is one call for applications per year. For this year's deadline, please see the [BFI website](#).

## **What else does the fund offer?**

Funded projects will have oversight from a BFI Executive and, depending on need, we may also allocate in-kind support from a dedicated animation specialist. Where teams could benefit from a relationship with an experienced studio or company, this specialist may also be able to facilitate introductions. The Fund does not provide distribution support for projects, but we may be able to advise funded teams on distribution, exhibition and festival strategies and other ways of ensuring funded projects receive maximum exposure.

# CAN I APPLY?

This fund aims to give UK animators who have gained industry attention for their work the chance to work at a higher budget level and advance to a new level of achievement. In order to make an application, the director, or writer-director, needs to have made at least three previous pieces of animated work, one of which should have:

- i) won or been nominated for an award at a ceremony listed at [Appendix A](#); **or**
- ii) been screened at a festival listed at [Appendix A](#); **or**
- iii) been broadcast on an Ofcom-regulated channel or platform in the UK (or on a channel/platform outside the UK with an equivalent reach) or on one of the platforms listed at [Appendix A](#); **or**
- iv) received commercial online distribution, including through subscription streaming services or online commissioning platforms, or (for emerging media work) been commissioned or created for public participation.

If you don't yet meet these criteria, BFI NETWORK provides support to new and emerging filmmakers for lower budget animated short films. Please visit the [Funding Finder](#) to find out about the opportunities in your part of the UK.

## In addition:

- Applications need to be made by the project's producer through a company registered and centrally managed in the UK or another state of the European Union or European Economic Area.
- Projects need to have a writer, director and producer attached before an application can be made.
- The writer, director and producer all need to be over 18 and not in full-time education.
- Teams need to have a minimum of two individuals across the three roles, e.g. separate individuals who are a writer-director and producer respectively.
- Projects either need to have a dedicated producer, or – for teams where there is a writer-producer or director-producer rather than one person dedicated to this role – need to have secured an experienced Executive Producer who can provide additional production oversight.
- All producers applying need to have demonstrable experience and knowledge of how to drive a production forward.

Writers, directors and producers can be attached to a maximum of three different projects applying per round. It is unlikely we will make more than one award to the same team within a single round, or to more than one project featuring the same director.

Before applying, you should 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 about this in your application, but will not be required to complete the full Diversity Standards form used for our feature funding.

# WHAT CAN I APPLY FOR?

You can apply to this fund for the costs of producing your animated short form project. Projects can be aimed at adult or younger audiences. All projects must have narrative content; for non-narrative projects, please see [other sources of support](#) below. Our definition of an animated project is one in which animation is used throughout the majority of the work, and which features a significant number of animated major characters of any type.<sup>1</sup> If you are unsure whether your project meets this definition, please contact us in advance of making your application.

The fund supports stand-alone animated projects. While we are not intending to support pilots, we're open to projects that have the potential, further down the line, to be developed into other forms or formats. If we support your project and it's successfully developed into a new property, the BFI's award for your original project (to the extent not recouped from revenues) will be repayable in full to the BFI at the point of production of the new property.

We expect to support projects of up to 15 minutes in length. It's fine to propose shorter, interactive or non-linear work. If you expect to go over 15 minutes, please state this in your application and explain why this is the right length for your project.

You will need to have secured, or know you will be able to secure, the rights (including any underlying rights) in the idea you are proposing. This includes use of any necessary archival or biographical material. You will be required to provide proof of this prior to any funding offer from the BFI.

---

<sup>1</sup> Applicants may wish to be aware of the Academy of Motion Picture Arts and Sciences' qualifying definition of Animated Short Film as one in which 'animation must figure in no less than 75 percent of the picture's running time.' More information can be found [here](#).

## Funding request to the BFI

You can apply for between **£30,000 and £120,000**. We expect to make awards throughout the budget range, with only a small number at the top end. In exceptional circumstances we may choose to make a total award outside of this limit.

As part of your application you will need to state the total project budget and the amount you are requesting from the BFI. We encourage applicants to raise partnership funding wherever possible. Your budget can include partnership funding from other sources, including private finance and the tax credit, though not from other BFI-related sources. You should detail any additional finance involved (attaching the terms of any funding you have been offered or have secured) and show achievable plans for raising any further funds required. All partnership funding will need to be secured before we make any award to you, and the BFI will require approval over the terms and conditions of any third-party finance.

While we do not require a UK Tax Credit Advance to be included in your finance plan, we would expect any UK Tax Credit proceeds arising from a claim to go towards any agreed over-costs, marketing costs and any deferrals of the animated short. Further guidance on UK creative industry tax relief can be found on the [UK Creative industry tax reliefs](#) page of the BFI website.

We will assess the feasibility of your budget and may offer you a different amount to the one you've requested. We encourage being economical with budgets but need to ensure that the projects we support are produced in accordance with all applicable UK laws, including in relation to cast and crew payments.

## Your budget

Your application needs to include a production budget based on industry norms and market rates, containing provision for the following:

- all costs you expect to incur;
- the clearance of all rights in the project worldwide in all media in perpetuity (including use fees, repeat fees and residuals);
- at least national minimum wage for crew;
- at least equity minimums for cast;
- any disability access support you require in order to produce the project;
- adequate legal costs for the production (including regarding any other financiers);
- all customary production insurances (including errors and omissions) on which the BFI will require to be named as an additional insured;
- all the delivery materials required by the BFI, including access materials (see [Successful applications](#) below);
- a 5% contingency;
- any other requirements of funding detailed within these guidelines.

You may also include up to £500 towards the costs of festival submissions or equivalent exhibition opportunities for the completed work.

## **Access requirements during production**

If any members of your core team, cast or crew have personal access needs that will incur a cost during the production of your project, you can 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. If you are already seeking the maximum award amount and have not been able to cover support costs within that amount, you can make an application to us for £120,000 plus the additional amount you need for access support.

## 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.
- 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 BFI short form animation funding are required to complete a carbon prediction in pre-production and a final calculation once post-production is complete. Teams should also consult BAFTA albert's online [Resources](#) and [Green Production Tips](#). 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. Your final calculation needs to be submitted to us as part of your Delivery Materials. Visit [wearealbert.org/help/get-calculated](http://wearealbert.org/help/get-calculated) to set up an account. You can then log into the calculator itself at <https://calc.wearealbert.org/uk>

BAFTA albert also provide free carbon literacy 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: <http://wearealbert.org/help/get-trained>

## Checklist before you apply

To be eligible to apply to the BFI Production Fund, you must be able to tick all of the following statements before submitting an application for funding.

**I'M SEEKING FUNDING FOR A STANDALONE ANIMATED SHORT FORM WORK**

**MY APPLICATION IS BEING MADE BY OR THROUGH A COMPANY<sup>2</sup> REGISTERED AND CENTRALLY MANAGED IN THE UK OR ANOTHER STATE OF THE EUROPEAN UNION OR EUROPEAN ECONOMIC AREA**

**THE DIRECTOR OF THE PROJECT MEETS THE MINIMUM ELIGIBILITY CRITERIA DESCRIBED AT 'CAN I APPLY' ABOVE**

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

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

**I. ONE OF THE CULTURAL TESTS<sup>3</sup>;**

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

**III. THE EUROPEAN CONVENTION ON CO-PRODUCTION**

**I HAVE SECURED, OR CAN SECURE, THE RIGHTS (INCLUDING ANY UNDERLYING RIGHTS) IN THE IDEA PROPOSED AND WILL BE ABLE TO PROVIDE PROOF OF THIS AT A LATER STAGE**

**I BELIEVE THAT THE PROJECT WOULD BE CAPABLE OF OBTAINING A BBFC CERTIFICATE WHICH IS NO MORE RESTRICTIVE THAN BBFC '18'**

**I HAVE CONSIDERED HOW MY PROJECT WILL MEET THE BFI DIVERSITY STANDARDS.**

**THE PROJECT'S PRODUCER WILL COMPLETE AND SUBMIT OUR APPLICATION, PUTTING THEIR NAME AS THE LEAD CONTACT, AND HAS A DEMONSTRABLE ABILITY TO DRIVE A PROJECT THROUGH PRODUCTION TO DELIVERY**

If you have read these guidelines thoroughly and are still unsure if you are eligible to apply, please email us at [developmentcoordinator@bfi.org.uk](mailto:developmentcoordinator@bfi.org.uk) or call the Film Fund on 020 7173 3232.

<sup>2</sup> The BFI is not able to offer advice on setting up a company, but advice can be found at [Companies House](https://www.gov.uk/companies-house).

<sup>3</sup> A summary of how points for the Cultural Test(s) are allocated and 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). Please note that your own assessment of your project as being capable of qualifying for certification does not mean that it will necessarily pass.

## Other sources of support

If you are ineligible for this fund, here are some other alternative sources of support:

- Animated fiction shorts at a lower budget level can be supported by BFI NETWORK. Funding is available in all nations of the UK – find out more [here](#).
- If you are looking for funding to develop or produce content aimed at audiences aged up to 18 intended for broadcast, including pilots, please see the [BFI Young Audiences Content Fund](#).
- For BFI feature funding, see the [Development](#) and [Production](#) funds.
- The [BFI Doc Society](#) Fund offers funding for documentary short films (up to £15,000) and feature films.
- Applicants based in Northern Ireland, Scotland or Wales may also be eligible to apply to their national arts bodies or film agencies: [Arts Council of Northern Ireland](#) and [Northern Ireland Screen](#); [Creative Scotland](#) and [Screen Scotland](#); and [Ffilm Cymru Wales](#) and [Arts Council Wales](#) respectively.
- If you have a completed short form work and need funding to promote it at an international festival, the [British Council Short Support Scheme](#) provides travel grants for work meeting its criteria.

## 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.

# HOW DO I MAKE AN APPLICATION?

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 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 [developmentcoordinator@bfi.org.uk](mailto:developmentcoordinator@bfi.org.uk)

## **Contents of the application**

The application form consists of a series of questions regarding your company, your team and the project itself. Please note that any funding award from the BFI would be made to the company submitting the application which needs to be the rights owner of the project.

## **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. When filling it in, you can select 'prefer not to say' if you'd rather not share the information requested.

## Project and team

These sections will ask you for information including:

- Your story.
- A statement from your director and writer.
- Description of any development work carried out to date and the stage you are now at.
- The practical elements of production, including notes on proposed voice/other cast, key technical crew, music etc. Please describe any unusual or challenging technical or budgetary requirements that you anticipate.
- CV summaries for your writer, producer and director.
- How your project responds to the [BFI Diversity Standards](#): a summary of how it will address industry under-representation in relation to disability, gender, race, age, sexual orientation, socio-economic status, region and caring responsibilities.
- Your plans for distribution / festival strategy / other means of maximising impact and exposure for your project to industry and audiences.

Applicants should note that for projects to which the BFI awards funding, our standard terms include the non-exclusive right for the BFI to exhibit the work non-theatrically including in educational establishments or online on the BFI's website, including BFI Player. Where the BFI does this, it is carried out in liaison with filmmaking teams and can be held back to ensure filmmakers can first fully exploit their project's potential on the festival circuit or other areas.

## Finance

You'll be asked to state the amount of funding you are seeking from the BFI for your project, alongside its total cost, and to attach your budget at the end of the form. You can also include contributions 'in kind', e.g. of resources or time – these should be clearly identified as such in your budget and you will need to demonstrate that cast and crew are being fairly paid.

## Supporting materials

This section will ask for links to examples of previous work from your writer, director and producer. You need to include the two pieces of work that make you eligible to apply for funding, as detailed at [Can I apply?](#)

You also need to provide links to materials expressing your ideas for the project you are seeking funding for, e.g. mood reel, production design, images etc.

## Attachments

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

- Your **budget and, if applicable, finance plan** (showing any third party finance).
- **The storyboard and / or script of your project** in standard industry format, submitted as a PDF or Word doc. This needs to be dated on its front page and should be a completed script or storyboard rather than a treatment or outline. If the form of your project doesn't lend itself to regular script or storyboard presentation, please contact us to agree the format for your submission.
- **A draft production schedule**, providing a timeline for the project including all stages of production and a delivery date.
- Any other materials relevant to the project, if you've not provided links in the previous section.

# WHAT HAPPENS TO MY APPLICATION?

Once you have submitted your application, we will confirm by email that it has been received and a unique ID number will be assigned to the application. You should receive this acknowledgement within two weeks of submission.

## A. ELIGIBILITY

We will check that your application is eligible for funding, using the criteria set out in these guidelines. Only complete applications can be assessed so if there is information missing from your application this will make it ineligible, and we will send you an email to inform you of this. We may at this stage allow you to rectify an error on your application if this is the sole reason that it is ineligible.

## B. ASSESSMENT

Eligible applications will be assessed by a panel comprising BFI staff and external assessors with specific expertise in animation. Applications for animated documentary shorts will be assessed in collaboration with the BFI Doc Society Fund team.

Applications will be assessed against the following criteria:

- Does the application respond to one or more of the [stated objectives of the BFI Film Fund](#)?
- How compelling is the creative proposal?
- Has the application engaged meaningfully with the BFI Diversity Standards?
- Do the ambitions of the project feel realistic for the experience of the team?
- Does the application make a compelling argument for National Lottery support, including demonstrating a genuine need for public funding?
- Would the project be a distinctive addition to a balanced slate of projects supported by the BFI?

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

We may contact you to discuss your project, including to suggest you make revisions to your application prior to a final decision being made. You might be asked for further information, or invited to have a phone call, meeting or interview – this doesn't mean any commitment has been made to fund your project, but will help us gather the information needed to make a decision. Bursaries are available for applicants who are invited to a meeting with the Film Fund who need assistance with the financial costs of travel or childcare in order to attend the meeting. More details can be found [here](#).

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.

### **Lottery Finance Committee Consideration**

Following assessment of each application, 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 the BFI Film Fund as to whether it wishes to support your application is final, but there are circumstances in which a project can be re-submitted for support as a new application – please see [Resubmission](#).

## C. TIMELINE SUMMARY

STAGE	TIMELINE
Email acknowledgment of your application	Within two weeks of submission
Decision to progress or decline your application	We aim to respond within 10 weeks of the fund's closing date, to either decline your application or let you know that it is progressing to further assessment
For applications progressing to further assessment	We aim to take a final decision on your application – which may include inviting you for an interview - within 16 weeks of the fund's closing date. It can take longer for more complex projects, e.g. projects with unconfirmed third party finance or requiring more detailed project conversations

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 timeframes outlined above.

# FEEDBACK

We aim to make the application process as fair and transparent as possible, but as a result of the volume of applications we receive, we do not have the resources to provide detailed feedback on projects where we are not requesting further material, an interview or a meeting.

If we have met with you to discuss your project and then declined it, we will try to provide some feedback, if requested, and if we have some constructive advice to offer beyond the meeting or interview.

We are only able to support a very small percentage of the applications we receive so have to say 'no' far more often than we are able to say 'yes'. Some of the reasons we decline applications are:

- The project was not eligible for funding.
- It did not align with our core objectives for this funding.
- We felt the material was too familiar or derivative.
- We didn't feel that the project needed National Lottery support, i.e. it should 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 [developmentcoordinator@bfi.org.uk](mailto:developmentcoordinator@bfi.org.uk)

# RESUBMISSION

No resubmissions can be made to the Film Fund for projects that it declines, unless there is a substantial and significant change in elements. This is usually a change of director or a significant rewrite of the material with a different writer.

We will also allow a resubmission in situations where we have directly recommended further development of the project, or where the application has been withdrawn.

If you meet one of the above criteria and submit a new application for the same project, please ensure that you clearly identify the revised elements of the project in the new application.

# SUCCESSFUL APPLICATIONS

If your application is successful, we will make you **an offer of funding** as set out below. Before we can do this you will need to provide an agreed final budget, production schedule and if applicable finance plan and recoupment schedule.

You will be required to enter into an agreement with the BFI that sets out the Terms and Conditions of our funding. These conditions will include the following:

- 1** The award takes the form of a recoupable investment. You will be required to assign a share of all rights in the work including copyright to the BFI (normally the share is 50% of all rights) including the right to make derivative works based on the work or the underlying script.
- 2** The BFI will be entitled to recoup from all net revenues (after deduction of commissions and expenses) from any exploitation of the work pro rata pari passu to any other recouping equity but will permit the production team to share in a production and talent corridor of up to 30% of revenues alongside BFI's recoupment and before net profits provided this is agreed by any other equity investors.
- 3** If there is third party co-finance requiring a share of net profits, the BFI will require a share of 50% of net

profits pro rata pari passu with such co-financier; if the BFI is the sole recouping equity financier we will require 25% of net profits.

- 4** In the event that you seek to make derivative work based on the short form animation and/or its underlying script, BFI will assign its 50% share of those rights to you subject to repayment of its investment in full plus VAT (less any sums already received by BFI by way of recoupment from net revenues) and subject to it being given an entitlement to a development share of net profits from such further work (unless otherwise agreed by BFI) and a 'developed by' credit on that work. The repayment and reassignment provisions will normally occur on financial closing/first day of production of that next audiovisual work based on the short form animation. If BFI is repaid in this way its entitlement to recoup from the short form animation as set out in paragraph 2 will cease.
- 5** You will be required to include the BFI/National Lottery animated logo and presentation credit at the start of the project and certain closing credits and logos at its end.

- 6** The provisions of the BFI 'Locked Box' initiative will not apply to this Fund.
- 7** The BFI will pay the funding to a limited company registered in the UK (either as a company incorporated in the UK or incorporated in the European Union or European Economic Area and registered as a branch in the UK).
- 8** A legal undertaking by you that the work being funded is wholly original to you and your team (or that you have acquired all necessary rights in any underlying work) and that all third party materials incorporated in the project are cleared for use in the project in all media in perpetuity and provide evidence of such before we advance any funding (e.g. writer and director agreements). You will be required to clear worldwide rights in all media in perpetuity from all individuals or organisations who are contributing to, or whose material is to be featured in, the project (save only for music public performance rights).
- 9** You will be required to ensure that your project is produced in accordance with the requirements of all unions and guilds having jurisdiction and with all applicable laws and statutes.
- 10** A permanent, non-exclusive license to the BFI to copy, reproduce and / or exhibit the project (1) non-theatrically including without limitation in educational establishments (including the BFI Mediatheque) or by on-line means on the BFI's website (including the BFI Player and the BFI NETWORK) and to authorise others to do so (via linked websites) throughout the world in perpetuity and (2) the right to use clips from the project for promotional purposes in relation to the project or in relation to promoting BFI National Lottery funding. The BFI will own the delivery materials provided to it and will deposit, preserve and permit access to such materials through standard terms applied by the BFI National Archive.
- 11** The BFI will require certain approvals over your project including in relation to the terms of all other finance, the identity and terms of appointment of the sales agent and all distributors, and all key production and financial documentation prepared in relation to the project. The BFI will have rights of approval during the production of the project. This will include approval of final script, final storyboard, animatic, rough pass and final cut stages; all main production elements including key animators and technical crew; key casting (voice or other) and final credits.
- 12** The BFI may withdraw any offer of funding if it has reasonable concerns relating to the terms of any third party finance or if third party rights in the work cannot be cleared.
- 13** We may require that the BFI funding must be paid into a separate dedicated production account.
- 14** A requirement to put in place all customary production insurances on which the BFI must be named as an additional insured.

- 15 A delivery date by which you agree to finish work on your short form animation and submit the required delivery materials to us. We anticipate all projects supported would be completed and delivered no more than 18 months after funding is agreed.
- 16 We will require electronic delivery of the following items (the cost of which must be contained in the budget for the project):

### ■ Delivery Materials

#### Film and Video Materials.

- | 1 Pro Res 4444 Quicktime mezzanine file.
- | 1 H264 .mov or .mp4 file.
- | Hard of Hearing (“HOH”) subtitle files for all formats/platforms.
- | Audio Description (“AD”) tracks for all formats/platforms.
- | 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.

### ■ Publicity Materials

- | 1 full master set of production stills taken from the project.
- | 1 full master set of 'Behind the Scenes' stills taken from the project (optional).
- | 1 written pack to include one synopsis of approximately 200 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

- | Final Cost Report. Please note that we may ask for copies of supporting invoices but you do not need to supply them as part of the delivery materials.
  - | 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.
  - | Final carbon calculator report submitted to BAFTA [albert](#) website.
- 17 You will be required to ensure that any distribution of your project in the UK provides for the availability of soft-subtitling and audio-description

materials in cinemas and on any video-on-demand, DVD or Blu-ray disc release of the project (or the equivalent platforms for the medium in which your project is produced).

- 18** A cashflow that breaks down the award total into instalments, with the final payment being subject to submission to us of the delivery materials. Any underspend on the award will be retained by, or reimbursed to, the BFI. The BFI will hold back a percentage of its funding (e.g. 5%) until delivery to the BFI of the specified delivery materials.
- 19** The BFI will expect to be provided with information about the progress of the production e.g. regular production reports and dailies, and to be able to attend any stages of production.
- 20** An undertaking from you to acknowledge publicly that you have received National Lottery funding. The support provided by the BFI Film Fund 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 project, 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

through 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.

- 21** 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.
- 22** Standard termination provisions.

# BFI NATIONAL 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](http://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 get all beneficiaries 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.

# APPENDIX A: ELIGIBLE FESTIVALS AND AWARD CEREMONIES LIST

To meet the first point of the eligibility criteria detailed at [Can I apply?](#), the director or writer-director on your project needs to have made an animated work that has screened via a festival or channel, or been nominated or won an award at a ceremony, from the lists below. Please note the film needs to have screened in the main programme at the festival – e.g. for Cannes Film Festival, screenings in the Short Film Corner only would not be eligible.

## FESTIVALS

[AESTHETICA SHORT FILM FESTIVAL](#)

[AFI DOCS FILM FESTIVAL](#)

[AFI FEST](#)

[AMERICAN BLACK FILM FESTIVAL, USA](#)

[AMSTERDAM INT'L DOCUMENTARY  
FILM FEST](#)

[ANIMA – THE BRUSSELS ANIMATION  
FILM FESTIVAL](#)

[AN ANIMA MUNDI INTERNATIONAL  
ANIMATION FESTIVAL, BRAZIL](#)

[ANIMAFEST ZAGREB, CROATIA](#)

[ANN ARBOR FILM FESTIVAL, USA](#)

[ANNECY INTERNATIONAL ANIMATED  
FILM FESTIVAL & MARKET, FRANCE](#)

[ARS ELECTRONICA ANIMATION  
FESTIVAL, AUSTRIA](#)

[ASPEN SHORTSFEST FILM  
FESTIVAL, USA](#)

[BEIJING INTERNATIONAL FILM  
FESTIVAL](#)

[BERLIN INTERNATIONAL FILM  
FESTIVAL](#)

[BFI FLARE \(LONDON LGBTQ+ FILM  
FESTIVAL\)](#)

[BFI FUTURE FILM FESTIVAL](#)

[BFI LONDON FILM FESTIVAL](#)

[BLACKSTAR FILM FESTIVAL, USA](#)

[BRITISH SHORT FILM FESTIVAL  
BERLIN](#)

[BRITISH URBAN FILM FESTIVAL](#)

**CANNES INTERNATIONAL FILM FESTIVAL (EXCLUDING SHORT FILM CORNER)**

**CAPETOWN INTERNATIONAL FILM FESTIVAL & MARKET**

**CARDIFF ANIMATION FESTIVAL**

**CARDIFF INTERNATIONAL FILMFESTIVAL**

**CINANIMA INTERNATIONAL ANIMATED FILM FESTIVAL, PORTUGAL**

**CLERMONT-FERRAND INTERNATIONAL SHORT FILM FESTIVAL**

**CPH: DOX**

**DEAFFEST**

**DOC NYC**

**DOKUFEST (KOSOVO) INTERNATIONAL DOCUMENTARY & SHORT FILM FESTIVAL**

**DUBLIN INTERNATIONAL FILM FESTIVAL**

**EDINBURGH INTERNATIONAL FILM FESTIVAL**

**ENCOUNTERS FILM FESTIVAL**

**FANTASTIC FEST (AUSTIN, TX)**

**FANTOCHE INTERNATIONAL ANIMATION FILM FESTIVAL, SWITZERLAND**

**FLATPACK FILM FESTIVAL, BIRMINGHAM**

**FLICKERFEST INTERNATIONAL SHORT FILM FESTIVAL (SYDNEY)**

**FOYLE FILM FESTIVAL**

**FRAMELINE SAN FRANCISCO INT. LGBT FILM FESTIVAL**

**FUTURE OF STORYTELLING (FOST), USA**

**GLAS ANIMATION FESTIVAL, US**

**GLASGOW FILM FESTIVAL**

**HAMBURG INTERNATIONAL SHORT FILM**

**HIROSHIMA INTERNATIONAL ANIMATION FESTIVAL, JAPAN**

**HOLLAND ANIMATION FILM FESTIVAL**

**HONG KONG INTERNATIONAL FILM FESTIVAL**

**HOT DOCS CANADIAN INTL DOCUMENTARY FESTIVAL**

**INTERNATIONAL DOCUMENTARY  
FILM FESTIVAL AMSTERDAM (IDFA),  
HOLLAND**

**INTERNATIONAL LEIPZIG  
DOCUMENTARY AND ANIMATED FILM  
FESTIVAL**

**IRIS PRIZE FESTIVAL**

**KARLOVY VARY INTERNATIONAL  
FILM FESTIVAL**

**KLIK AMSTERDAM ANIMATION  
FESTIVAL**

**LEEDS INTERNATIONAL FILM  
FESTIVAL**

**LE FESTIVAL DES ARCS**

**LONDON INTERNATIONAL  
ANIMATION FESTIVAL**

**LONDON INTERNATIONAL  
DOCUMENTARY FESTIVAL**

**LONDON SHORT FILM FESTIVAL**

**MANCHESTER ANIMATION FESTIVAL**

**MELBOURNE INTERNATIONAL  
ANIMATION FESTIVAL**

**MINIMALEN, NORWAY**

**NEW CHITOSE AIRPORT  
INTERNATIONAL ANIMATION  
FESTIVAL, JAPAN**

**NEW YORK INTERNATIONAL FILM  
FESTIVAL**

**NORWICH FILM FESTIVAL**

**OBERHAUSEN INTERNATIONAL  
SHORT FILM FESTIVAL**

**OPEN CITY DOCUMENTARY  
FESTIVAL**

**OSKA BRIGHT FILM FESTIVAL**

**OTTAWA INTERNATIONAL  
ANIMATION FESTIVAL**

**PICTOPLASMA, BERLIN**

**PÖFF SHORTS (BLACK NIGHTS  
FILM FESTIVAL)**

**RAINDANCE FILM FESTIVAL**

**ROTTERDAM INTERNATIONAL  
FILM FESTIVAL**

**SAN SEBASTIAN FILM FESTIVAL**

**SAO PAULO INTERNATIONAL SHORT  
FILM FESTIVAL**

**SEOUL INTERNATIONAL CARTOON &  
ANIMATION FESTIVAL (SICAF)**

**SHEFFIELD DOC/FEST**

**SHANGHAI INTERNATIONAL FILM  
FESTIVAL**

**SITGES INTERNATIONAL FANTASTIC  
FILM FESTIVAL OF CATALONIA**

**STUTTGART ANIMATED FILM  
FESTIVAL**

**SXSW FILM FESTIVAL**

**SYDNEY FILM FESTIVAL**

**TAMPERE INTERNATIONAL SHORT  
FILM FESTIVAL**

**TEHRAN INTERNATIONAL SHORT  
FILM FESTIVAL**

**TELLURIDE FILM FESTIVAL**

**TORONTO INTERNATIONAL FILM  
FESTIVAL**

**TRIBECA FILM FESTIVAL**

**TRICKY WOMEN ANIMATION  
FESTIVAL, AUSTRIA**

**UNDERWIRE FILM FESTIVAL**

**UPPSALA INTERNATIONAL SHORT  
FILM FESTIVAL**

**VENICE FILM FESTIVAL**

**VISIONS DU RÉEL**

## **AWARDS CEREMONIES**

**ACADEMY AWARDS (OSCARs)**

**BAFTA, BAFTA CYMRU OR BAFTA SCOTLAND**

**BRITISH INDEPENDENT FILM AWARDS (BIFA)**

**BRITISH ANIMATION AWARDS (BAA)**

**EMILE EUROPEAN ANIMATION AWARDS**

## **ONLINE PLATFORMS**

**VICE**

**THE GUARDIAN**

**NEW YORK TIMES OP-DOCS**

**FIELD OF VISION**

**NOWNESS**

**BBC THREE**

**CHANNEL 4**

If you have screened at a nationally significant festival or been nominated at an awards ceremony not included in this list and feel it should make you eligible to apply to this fund, please contact us at [developmentcoordinator@bfi.org.uk](mailto:developmentcoordinator@bfi.org.uk) prior to making an application.