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**BFI FAN COVID-19 RESILIENCE FUND**

***Application form template***

If you have access requirements that mean you need assistance when applying for funds, you may be able to request financial support through the **BFI Access Support Scheme**. Find out more information [here](https://www.bfi.org.uk/supporting-uk-film/film-fund/access-support-bfi-film-fund-applicants).

**SECTION 1 Applicant Details**

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| **Organisation’s Legal Name** |  |
| **Is your organisation a member of the BFI Film Audience Network?** | Yes  No |
| **Legal Status of Organisation** | Limited Liability Partnership (LLP)  Limited Company  Limited Partnership  Community Interest Company (CIC)  Company Limited by Guarantee  Charity – UK Registered  Education Institution (University, College or School)  Public Sector/Govt/Local Authority, Trust – UK Registered.  Other |
| **Company or Charity Number** |  |
| [**Companies House**](https://beta.companieshouse.gov.uk/) **or** [**Charity Commission**](http://beta.charitycommission.gov.uk/) **listing:** | [web address] |
| **Organisation type:** | cinema (independent or local/national circuit)  mixed arts venue  film society or community cinema  touring cinema or community screen network  film festival  screen archive  regular pop-up film event  other (please state) |
| **Organisation’s Trading Name** (if applicable) |  |
| **Organisation’s Address** | Street: |
| Town/city: |
| County: |
| Post code: |

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| **Conflict of interest**  BFI and Film Hub South West are required to identify all relevant financial or personal interests that may exist between board members or employees of BFI and/or Film Hub South West and applicants. This is to ensure that measures can be introduced to prevent a conflict of interest arising between those persons assessing the application for BFI and/or Film Hub South West and such applicants.  Tick if you (or the person/company on whose behalf you are applying) do NOT have any financial and/or close personal relationship/s with any Trustee, Board member or employee of BFI and/or Film Hub South West. |  |
| **If yes, please give details of the nature of your relationship/s (e.g. spouse, relative, financial interest):** | |

**Contact Details**

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| **Applicant Name** | First Name: | | | | | |
| Last name: | | | | | |
| **Job Title** |  | | | | | |
| **Telephone** |  | | | | | |
| **Email Address** |  | | | | | |
| **Communication Needs** | **Textphone** | Yes  No | **Sign Language** | Yes  No | **Other** | [Details] |

**SECTION 2 About your organisation**

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| **In what year was your organisation established?** |  |
| **As at 20 March 2020, did the Directors/Trustees of your organisation consider it to be a going concern, with a plan (including a balanced budget and cashflow) covering the period to March 2021?** | Yes  No  If ‘No’, please give details and explain why you are applying to this Fund.  [details if ‘No’] |
| **How many admissions did your organisation record in 2019-20? If a film festival, please give these for your last edition.**  ***Please split between paid and unpaid if applicable*.** |  |
| **If a cinema, how many screenings did you have in 2019-20?** |  |
| **How many months a (calendar) year are you ordinarily open for business?** |  |
| **If a film festival, how many editions have you held and when was the last one?** |  |
| **If a touring operator, how many venues do you have in your network?** |  |
| **In 2019-20 (pre closure), how many full-time equivalent staff did you have on long term (12 months or more) and permanent contracts?** |  |
| **In 2019-20 (pre closure), how many part-time staff did you have on long term / permanent contracts?** |  |
| **If applicable, how many f/t and p/t staff have you furloughed since 20 March 2020?** |  |
| **In the period since January 2018, have you received funding from your Film Hub?** | Yes  No  ***If ‘Yes’, when, what for and how much?*** |
| **In the period since January 2018, have you received funding from the BFI Audience Fund?** | Yes  No  ***If ‘Yes’, when, what for and how much?*** |
| **In the period since January 2018, have you received regular funding from other public funders? For example Arts Council England/Wales, Creative Scotland, Ffilm Cymru Wales, NI Screen etc.** | Yes  No  ***If ‘Yes’, please provide details (name of funder, amount and type of funding e.g. restricted or unrestricted)*** |

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| **Please provide a short overview of your organisation’s work in the period since January 2018 including your recent track record of delivering audience facing activity in line with BFI FAN priorities.** *We are especially interested to hear about any work you’ve done to reach FAN priority audiences. See page 4 of* [*this document*](https://www.inclusivecinema.org/wp-content/uploads/2018/09/bfi-film-audience-network-2017-22-an-overview.pdf) *for more information. (300 words)* |
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**SECTION 3 Covid-19 impact and response**

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| **IMPACT (500 words)**  Please provide a brief summary of the impact on your organisation of the Covid-19 situation that has been in place since 20 March 2020. *Be as specific as possible – we want to know about your income, what has happened to your staff, notable cancellations of activity, or anything else that will have a detrimental impact on your organisational position. You will be able to give details on your budget position elsewhere.* |
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| **RESPONSE (600 words)**  *Do you have any current plans regarding a re-opening date? If so, are these internal only or have you made a public statement? Please provide any details in this section.*  Please tell us what - if anything - you’re doing now to support your future position once the closure period is over, for example activities intended to maintain contact with your audiences or to build your future resilience such as strategic planning, business modelling, fundraising initiatives etc.  Bearing in mind the FAN aims and priorities (page 4 of [this](https://www.inclusivecinema.org/wp-content/uploads/2018/09/bfi-film-audience-network-2017-22-an-overview.pdf) document), you should also tell us as much as possible about any plans you’re developing for the period immediately after the closure with a view to getting back on your feet as swiftly as possible e.g. particular audience facing activity, new strategic initiatives, revised business models etc.  *In evaluating your response, we will wish to see evidence of appropriate decisions being made to put your organisation on the best possible footing for its longer-term resilience.* |
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| **Request for Funding & Financial Information**  This is the core part of your application where you will tell us about your organisation’s financial position, what support you are seeking from this Fund and any other funding you have sought. Please use the three sheets in the Appendix to this application form to provide us with the key information. These are:  **i. Funding Request Overview**  Please use this template to set out what support your organisation is seeking from this Fund, how it will be used and the impact of funding if you are successful  **ii. Income Sources Checklist**  Please use this template to confirm you’ve explored all alternative sources of income and to update us on the status of each where applicable  **iii. Cashflow**  Please use this to provide us with a monthly cashflow for the period March 2020 – March 2021 (13 months) – this will of course have a degree of estimation for example around any areas where you’re awaiting a response, but you can indicate where this is the case. |
| **Additional financial information**  You should also include the following financial information:   * Your most recent annual report and accounts * Your organisation’s most recent Management Accounts for 2019-20 or a forecast to the quarter ended 31 March 2020.   *If you are applying for £10,000 or more, please also enclose your organisation’s original (pre-Covid 19) budget and cashflow for 2020-21. We may ask for further financial or organisational information in order to assess your application and will let you know at the earliest opportunity if this is the case.* |

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| **Any other information**  Please tell us anything else about the impact of Covid-19 - or your organisational response to the crisis - that has not been covered elsewhere and which will help us to assess your application in line with the published Guidelines. |
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**SECTION 4 Audience engagement**

**You should only complete this section of the application if you are seeking funding for audience engagement activity to take place during the period of closure. If not, please go to Section 5.**

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| **Audience engagement activity**  Please provide an overview of the proposed audience engagement activity, making sure to answer as many as possible of the following questions: | |
| **What are you planning to do?** |  |
| **When will the activity take place and for how long?** |  |
| **Who will deliver the activity and where?** |  |
| **What is the proposed content?** |  |
| **What is the envisaged reach of the activity? For example, how many views are you hoping for?** |  |
| **Who is the target audience and how will you reach them?** |  |
| **How does the proposal align with FAN aims and with the** [**BFI Diversity Standards**](https://www.bfi.org.uk/supporting-uk-film/diversity-inclusion/bfi-diversity-standards?gclid=CjwKCAjw7LX0BRBiEiwA__gNw2lF84F7yG1JyKxKrQY4e9LuwmB_byxNBOke0uel_6mZN0dDmLUIxxoCMMsQAvD_BwE)**?** |  |
| **Please also use the separate section at the bottom of the Cashflow tab in the Appendix to show how much funding you are requesting for this activity, and what the funds will be spent on.** | |

**SECTION 5 Checklist and declarations**

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| **Have you answered all relevant questions in this Application Form?** |  |
| **Have you completed all documentation in the Appendix?** |  |
| **Have you enclosed your most recent Annual Report and Accounts?** |  |
| **Have you enclosed your most recent Management Accounts or forecast to 31/3/20?** |  |
| **Where applying for £10k or over, have you enclosed your original budget and cashflow for 2020-21?** |  |

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| **Declaration**  I have read and understood the BFI FAN Covid-19 Resilience Fund application guidelines. The information I have given on this application is true and correct. Any material I have sent to support my application is also true and correct. I will tell Film Hub South West immediately if this information or the supporting material needs to be updated. I am content with Film Hub South West providing copies of this form and any supporting material to any person or organisation it wishes to consult about my application. I am authorised to make this application and accept a conditional offer. I also have the authority to repay Film Hub South West in the event of the conditions not being met. I have read and agree to abide by the guidelines for this funding. |  |

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| **Signature *(this can be typed)*** |  |
| **Date** |  |
| **Data Protection Notice**  Part or all of the information you give us will be held on an internal grants management system for the administration of applications and awards. We may also use this information for the evaluation of our Funds. We may provide copies of the information in confidence to further individuals or organisations who are helping us assess applications or monitor funding and also with other companies in the British Film Institute group of companies.  The BFI – acting on behalf of Film Hub South West – may use a credit reference agency to validate information you have provided in your application. This is not a credit check and will not affect your ability to receive credit from other organisations. The credit reference agency we use may keep a record of the information and may disclose the fact that a search of its records was made to its other clients, in order to stop fraud. By submitting this application, you are providing your informed consent (permissions) for the BFI to run such an identity verification check, including its access, use and storage.  If you have knowingly provided false or inaccurate information to us at any point, we may provide details to fraud prevention agencies. If you are a company this will include the names of the Company Directors at the time of the fraud. You must undertake to inform all Directors, Trustees and Committee members of this notice. | |