* Please complete this form and send it to [hello@filmhubmidlands.org](mailto:hello@filmhubmidlands.org) with your budget template as well.
* If you require assistance to complete this form, the BFI provides an access support fund, which you can apply for here: [Access Support Fund](https://www.bfi.org.uk/get-funding-support/access-support-bfi-fund-applicants)
* Make sure to read the Film Exhibition Fund guidelines for each section as these will help you understand what information we are looking for.

**INFORMATION ABOUT YOU AND THE PROJECT**

|  |  |
| --- | --- |
| Name of applicant: |  |
| Job title: |  |
| Organisation name: |  |
| Email: |  |
| Project title: |  |
| Project start date: |  |
| Project end date: |  |
| Expected audience numbers (total): |  |
| Number of screenings or events planned: |  |
| Proposed venue(s): |  |
| Amount of funding you are asking for: |  |
| Does your organisation have a constituted bank account? |  |
| Have you previously requested funding from Film Hub Midlands? |  |

**PROJECT DETAILS**

|  |
| --- |
| Please provide a short description of your project. *How would you sum up your activity in two sentences? (150 words)* |
|  |

|  |
| --- |
| Please tell us which films (or type of films) you plan to programme, the proposed venues, and dates. |
|  |

|  |
| --- |
| Please tell us about your target audience/s for the activity and why they are a priority for you e.g. a local community that is under-represented in your audience, a segment who used to attend before the pandemic but have now stopped.  *Keep in mind our priority audiences outlined in our focus areas. (Children, families and young people, working class audiences, disabled people, neurodivergent people, LGBTQIA+ people, Black, South Asian, South East and East Asian people and others of the global majority) (150 words)* |
|  |

**BFI DIVERSITY STANDARDS**Please give any additional information here on how your activity meets the BFI Diversity Standards: <http://www.bfi.org.uk/about-bfi/policy-strategy/diversity/diversity-standards>

|  |
| --- |
| **On-Screen Representation** *Diverse narratives, cast and places depicted in the films you intend to programme (150 words)* |
|  |
| **Creative Leadership and Project Team** *Who's involved in running the activity? We’re not asking you to identify individuals by name (150 words)* |
|  |
| **Industry Access & Opportunities** *Will you offer accessible opportunities for work experience or professional development? (150)* |
|  |
| **Audience Development\*\*** *Tell us about your audiences; are you planning to engage under- represented groups? (150 words)* |
|  |
| **Accessibility\*\*** *What steps are you taking to make your events accessible and welcoming to disabled audiences? (150 words)* |
|  |

**OTHER INFORMATION**

|  |
| --- |
| Tell us about your experience in running a similar activity before. *How is your organisation proven to programme for, market to and grow audiences for independent film? (150 words)* |
|  |

|  |
| --- |
| Please list any partners you are working with on your activity. *Include their name, the region they cover, if they are new or existing partners, and what benefit they will bring to your activity, please provide links where possible. (150 words)* |
|  |

**MARKETING AND EVALUATION**

|  |
| --- |
| How will you market this activity to audiences?  *Tell us about your target audience and how you intend to reach them. Think about working with specialist partners to target local groups (If you have a separate marketing/audience development plan, please attach). (150 words)* |
|  |
| How will you evaluate your activity? What do you see as the legacy of your activity and how might it be able to continue once this project is completed?  *We will supply a report template and online survey, but do you have any other interesting ways of engaging your audiences in feedback and research?  (100 words)* |
|  |

**ENVIRONMENTAL IMPACT**

|  |
| --- |
| Please summarise steps you are taking both to minimise the environmental impact of your activity and - where applicable- taking opportunities to improve audience awareness of the climate and biodiversity crises. |
|  |

Please confirm that you have, or intend to put in place, an environmental impact or green policy for your organisation.  
☐ Yes ☐ No

**BULLYING, HARASSMENT AND RACISM**

Please read the BFI’s bullying, harassment and racism guidelines and circulate them among your organisation.

Please confirm that you have, or intend to put in place, an anti-bullying, harassment, and racism policy for your organisation:

☐ Yes ☐ No

**BUDGET**Please complete the activity budget (download from the [website](https://filmhubmidlands.org/show/evaluation/)) completing all sections.  
Please pay particular attention to the **'Amount Requested from FHM column'** and ensure this is completed as it demonstrates where your grant request would be spent.  
  
For further guidance please check our [Budget Guidance](https://filmhubmidlands.org/show/budget-guidance/).  
  
The completed budget should be sent to [hello@filmhubmidlands.org](mailto:hello@filmhubmidlands.org)

|  |
| --- |
| Please give details of any other proposals for support you may have submitted to other Film Hubs or Lottery funders across the UK (if relevant) or if for festival activity, whether you have also applied to the BFI or another BFI-funded organisation, such as Ffilm Cymru, Screen Scotland, NI Screen, National Lottery, Heritage Lottery Fund, or similar. |
|  |

**CONFLICT OF INTEREST**

|  |
| --- |
| BFI and Broadway Cinema (Film Hub Midlands) are required to identify all relevant financial or personal interests that may exist between board members or employees of BFI and/or Broadway Cinema (Film Hub Midlands) 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 Broadway Cinema (Film Hub Midlands) and such applicants.  If you have any financial or close personal relationships with any trustee, board member of employee of BFI and/or Broadway Cinema and Flatpack (Film Hub Midlands), please give details of the nature of the relationship/s: |
|  |

**DATA PROTECTION**The information you supply may be held on a computer. It may be used to process proposals, support, and to prepare statistics. We may also be obligated to share information under the freedom of information act. Film Hub Midlands reserves the right to cancel any proposal and require repayment of funds if false or incomplete information is supplied.  
  
Read our Privacy Policy on our website: [filmhubmidlands.org/privacy-policy/](http://filmhubmidlands.org/privacy-policy/)

**CHECKLIST**Please email us the following documents to complete your application:

☐ Completed Proposal Form (this document)

☐ Completed budget document

☐ Marketing/audience development plans (if applicable)

**SIGNATURES AND DECLARATIONS**Note: the signatory must be the individual named in the Information about you and project section.

* I confirm that all information provided in this proposal, and in any material submitted in support of it, is truthful and accurate.
* I agree to share this information with Film Hub Midlands and its funders.
* I confirm that all other proposals to other distributors of Lottery awards for cinema have been declared.
* I undertake to inform Film Hub Midlands fully and immediately of any changes affecting this proposal or related materials.
* I agree that from time-to-time Film Hub Midlands can put me in touch with official Film Hub members/partners via email (if relevant).
* I confirm I have the authority to make this proposal on behalf of the organisation.

Please type your name or insert e-signature as acceptance.

**Name:**

**Position:**

**Signature: Date:**

Please email your completed proposal form and supporting documents to: [hello@filmhubmidlands.org](mailto:hello@filmhubmidlands.org)