

Film Hub Midlands

Bursary Scheme Guidelines

Film Hub Midlands Bursary Scheme is designed to enable staff and volunteers of member organisations to enhance their professional development for the benefit of themselves, their organisation and the wider Hub network, with the ultimate aim of broadening audiences and boosting audience choice.

With limited resources available for training and professional development, we are looking to maximise the benefit of support when deciding awards. Applications should therefore set out the practical legacy of supported activity, in addition to the professional development of individual participants. For example, will participation develop new knowledge and skills that can be shared or used within your organisation and/or the wider Hub network?

Who can apply for a bursary?

Staff Members and volunteers of Film Hub Midlands Member organisations.

Applicants that have not previously received support through the bursary scheme will take priority over previous awardees.

We are unlikely to support:

- a previous bursary recipient to take part in the same activity more than once;
- more than one person per organisation to participate in a particular development opportunity.

However, if you can make a strong case for support in these circumstances your application will be considered.

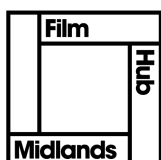
What kind of activity can a bursary support?

We wish to see applications for activities that will enhance your professional development, benefit your organisation and the wider Hub network. This can include attending training courses, conferences, meetings, festivals, screenings and fact-finding visits to other organisations.

How much can I ask for?

Hub member organisations can apply for a **maximum of £500 within a financial year**.

Bursary funds are in high demand so please only apply for the amount you require.



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To ensure that our funds are awarded fairly across a range of different organisations, we may request that organisations with larger staff development budgets contribute to a proportion of costs where possible.

Applying for a bursary

Applications can be made on a rolling basis but we do not accept retrospective applications.

You should submit your bursary request **at least three weeks before the intended activity** takes place. We may consider your request within a shorter timescale but you should write to us separately seeking our advice on this before you submit your application.

When requesting a bursary, please ensure you set out clearly how the activity will benefit you, your organisation and the wider Hub network and how it meets our priorities as outlined below.

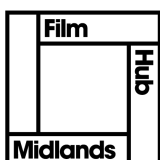
Decision making

Decisions on allocating bursary funding will be made by a senior member of Film Hub Midlands staff. Please bear in mind that demand for bursaries generally outstrips available resources and as such we will not always be able to offer support to everyone or to the level requested. We will give priority to those requests that most closely fit our priorities.

We strongly advise that applicants do not purchase any tickets, accommodation or services associated with their funding request until after their request has been assessed. In the event of a request being unsuccessful, applicants will be liable for these costs.

Priorities for support

- A. We will prioritise support for attendance at events / training that address BFI's Screen Culture 2033 strategy and Hub priorities, which are:
 - a. Children and young people are empowered to develop their own relationships with a wider range of screen culture
 - b. People across the UK can access a wider choice of film and the moving image, including stories that reflect their lives
 - c. Funding helps tackle social, economic, and geographic barriers for screen audiences in new effective ways



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- d. More people can engage with heritage collections that better reflect the diversity of the UK

Underpinning our work are the following cross cutting principles that all supported activity will need to address.

- e. Equity, Diversity and Inclusion
- f. Environmental Sustainability

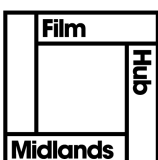
- B. We also wish to use our Bursary Scheme to support the [BFI Diversity Standards](#) by:
 - a. enabling people/ organisations from under-represented groups to access training and professional development opportunities;
 - b. broadening the range of films available to audiences with diverse narratives, casts and places depicted;
 - c. improving disability access.
- C. The UK has on offer a rich array of film festivals, screening events, conferences and training opportunities. Many of these are organised by Film Audience Network members, providing great opportunities for learning, profile raising and relationship building. We will prioritise attendance at activities that contribute to this vibrant UK scene.
- D. Film Audience Network funding is drawn from the National Lottery good causes and as such we wish to ensure there is a clear public value from our investment. We will therefore give priority to those requests that we believe offer best value for money.

In summary, the strongest applications will be those that in the view of Film Hub Midlands, clearly establish:

- a strategic fit with BFI's Screen Culture 2033 and Hub priorities;
- support for BFI Diversity Standards;
- the specific benefits of supported activity and its likely legacy for your organisation and the wider Hub network;
- value for money

Eligible Expenses

A bursary can cover fees, travel and accommodation costs. All costs covered by the bursary will have to be confirmed with original receipts.



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Example eligible expenses include:

- Standard class rail, bus and air travel
- Petrol costs at 45p per mile
- Fees for training programmes and event tickets
- Accommodation costs

All costs must be confirmed with original receipts. This list is not exhaustive and other items may be considered eligible.

Ineligible Expenses

Some costs that we can't support through the Bursary Fund include:

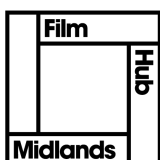
- Alcohol
- Food & drink costs
- First class travel
- Staffing cover for your organisation
- Training or development opportunities primarily aimed at filmmakers

This list is not exhaustive and other items may be considered ineligible.

If my request is successful, how do I access bursary support?

If your request is successful, you will be sent a confirmation email setting out the terms and conditions attached to the bursary. These will cover the use of funds, reporting requirements and payment information.

Note that payment of Bursaries is only made on completion of the course or event and following receipt of all necessary reporting and expenses documentation.



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Please note: these guidelines are subject to change. Film Hub Midlands reserves the right to review and alter its policies, procedures and assessment criteria.



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