

**Access Support for BFI Film Fund Applicants**

**Guidance for Access Support**

**Please read these notes before completing the form below. If you would like this guidance in a different format, or have any questions, please contact us on** **fiona@docsociety.org**

The BFI is committed to making its funding accessible for all. If you have a disability, are D/deaf, have a visual or hearing impairment or are neurodiverse and it will cost you money in order to make a funding application to the BFI, we want to ensure that access support is available to you.

Using the form below, please tell us what assistance you will require to make your BFI funding application. You can provide the information in another way instead (such as in a video or on the phone), see page three below.

If you would like us to deal directly with an access support worker or assistant who will make a request for Access Support funding on your behalf, please contact **fiona@docsociety.org** to provide their details.

Once we have your request we will consider the most practical and cost-effective way to assist you, taking into account your preferred solution.

We don’t guarantee to support all requests but we will review your request fairly and in line with the guidance provided here.

**Am I eligible?**

You are eligible to apply for this funding if, because of a disability or access need, you require support to complete an application form for any of the BFI Doc Society’s National Lottery Funds (such as [Made of Truth Short Film Fund](https://docsociety.org/bfi-doc/#shorts) or [BFI Doc Society Features Fund](https://docsociety.org/bfi-doc/#fund).)

**How much can I request?**

There is no maximum amount that is available per person, so you can apply for the amount that you need. You must ensure that the costs are reasonable and that as far as possible you will receive good value for money from any services or suppliers.

**What can Access Support cover?**

* The costs of a support worker to help you use our Guidelines and make an online application.
* The provision of Guidelines in an alternative format. Please note that we can currently provide all Guidelines as plain text documents on request.
* Costs for meetings relating to your application including travel, note-takers, BSL interpreters.
* Translation of application videos made in BSL to English.

The above are only examples of what might be covered and you can apply for other costs not mentioned here.

**Access Support is purely for any costs involved in you making an application to the BFI Doc Society Ripple Effect Fund, and does not cover the costs of hiring someone to help you to develop your film or project itself.**

Access Support can’t cover costs for which there is already other funding in place e.g. if you are receive [Access to Work](https://www.gov.uk/access-to-work) support. We also cannot cover the purchase of hardware or software.

**When is the funding provided?**

Our aim is to let people know whether we can support them before they need to spend any money on making their application. We generally then provide the funds themselves after we have received evidence of the costs involved. If you are using an access support worker, once they have finished working with you they can request payment from the BFI directly by sending their invoice to **fiona@docsociety.org**

If you need the funds in advance of incurring costs, please state this in your request and ensure you allow enough time to submit your form and for us to review it. You will then need to send evidence of the costs later on. We can’t guarantee to always be able to provide support in advance.

**How do I make a request?**

**STEP 1**: Fill out the **Access Support** **Request Form** below and email it to **fiona@docsociety.org** Alternatively, you can:

• send in a **video** (as a link or attached file) where you answer the questions on the form, to **fiona@docsociety.org**

• **call** us on 07739022209 and provide your answers by phone;

• request a **paper copy** of the form via **fiona@docsociety.org** or 07739 022209 and we will send one to you to complete in writing and post back.

Whichever method you use, please provide all the information the form asks for.

If you provide your answers via video or phone, we will complete a request form for you and email you a copy (or post if preferred). You will then need to respond to confirm the information is correct.

**STEP 2**: We will check your request and let you know as soon as possible whether we can support your costs.

**STEP 3**: If we have approved your request, we will provide you with a Final Costs Form to fill in once you have incurred your costs. You’ll then need to send this in the post to the BFI with an original receipt for each cost. If you have used an access support worker, once we have your Receipt Form they can invoice us directly using your name as a reference.

**STEP 4**: We will check your form and process the payment.

**STEP 5**: You will receive a cheque in the post.

**Will the information on my form remain confidential?**

Yes. The BFI will only use the information on your form to process the payment request. It will not be shared. Where it is used for statistical or reporting purposes, you will remain anonymous.

**ACCESS SUPPORT REQUEST FORM**

Please complete this form in full and return to **fiona@docsociety.org**

**PART 1 – CONTACT INFORMATION**

Name

Address

Email:

Mobile (including for text contact):

What is the best way for us to contact you? Please state here:

*If you would like us to contact your access worker or assistant directly, please provide their details:*

*Name*

*Email address*

 *Telephone*

**PART 2 – FUND YOU ARE GOING TO APPLY FOR**

Name of the BFI Fund that you intend to apply for:

…………………………………………………………………………

*(for example, The BFI Doc Society Ripple Effect Fund, or Made of Truth Short Film Fund)*

**PART 3 - REASON FOR ACCESS SUPPORT**

**Please describe the reason(s) that you will need access support to complete your BFI funding application.**

**PART 3- ESTIMATED COSTS**

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| --- | --- |
| **Details of the cost** | **Amount** |
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| **Please state here if it is essential that you receive approval and payment from us in advance of incurring your costs**  |
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**PART 4 - DECLARATION**

It is fine to just type your name below – you do not need to sign a paper copy.

*I can confirm that, to the best of my knowledge, the information provided on this form is correct.*

Signature of applicant: