**BFI Doc Society Fund Features Application Form**

**June 2022**

*This is a preview only, please apply through our application portal on our website* [*https://docsociety.org/bfi-doc-features/*](https://docsociety.org/bfi-doc-features/)

**DECLARATIONS**

Doc Society is proud to be part of The Documentary Core Application, a collaborative effort by grantors who regularly fund documentary projects to standardise application requirements, with the aim of fostering greater access and a more equitable and sustainable documentary field. For more information: <https://www.documentary.org/funding/documentary-core-application-project>

1. **My film is a documentary**

* Yes

1. **My documentary is intended to be at least 69 minutes in length.**

* Yes

1. **In order to apply for funding for the BFI Doc Society Fund, your film will need to meet the following criteria, please thoroughly consider the following checklist:**

* Does your film have significant representation of British cultural diversity and British culture through a novel and creative approach to filmmaking?
* Is your film being made through a company registered and centrally managed in the UK?
* Are all of the team aged 18 or over?
* Is your film capable of obtaining theatrical and video release certificates no more restrictive than BBFC ‘18’?
* Have you secured, or can secure, the rights (including any underlying rights) in the idea proposed?
* Do you have a feasible draft finance plan for your film?
* Your budget does NOT seek 100% finance from the fund for all stages of the film’s creation
* You have considered how your project will meet the BFI Diversity Standards

**PROJECT INFO**

1. **Name**

*Name of the person completing the application*

1. **Email**

*Preferred contact email address*

1. **Date of Birth**

*What is your date of birth? You have to be over 18 years of age to apply for this fund.*

*Please write in the following format: ddmmyyyy*

1. **What region of the UK is the Director based?**

*Please select:*

* Scotland
* Northern Ireland
* North
* Midlands
* South West
* London
* South East
* Wales
* Other

1. **Contact Number**

*What is your preferred contact number?*

1. Organisation name
2. Organisation trading name (if applicable)
3. Company or Charity Number
4. Organisation registered address
5. Website

**PROJECT DESCRIPTION**

1. **Logline**   
   *Provide a brief, catchy summary of your story.  
   (Suggested length: Approximately 2 to 3 sentences, 150 words max.)*
2. **Story Summary/Synopsis**   
   *What is your story and story structure? Give an overview of your story, introduction the main characters and potential plot points. Describe the anticipated story structure and narrative trajectory, or potential character arcs for your project. Discuss your access to the story and characters.*

*(Suggested length: 6 to 8 paragraphs, 800 words max.)*

1. **Topic Summary**  
   *Describe why this topic is important, timely or relevant. Things to consider include: Why are you the best person to make a film about this? Explain the cultural or social relevance and context for the topic, and why this project is timely or urgent. Detail the topics, issues, themes, challenges, stakes, or questions that your project will cover.*   
   *(Suggested length: 6 to 8 paragraphs, 800 words max.)*
2. **Artistic Approach**   
   *How are you going to tell this story? Describe your creative vision for the finished project - its visual look and feel. Explain your intended use of cinematic language or any particular artistic approach that informs the storytelling. If applicable, mention any creative elements and assets, interactive elements, new technologies or non-traditional mediums that you intend to utilise. Explain how these elements will enhance the experience and interaction between viewers and the world of the story.*

*(Suggested length: 4 to 6 paragraphs, 400 words max.)*

1. **Ethics**

*Why are you and/or your team members the right person / people to tell this story? (what is your connection to the community and/or participants? Please describe steps you took or plan to take in order to ensure ethical filmmaking practices where applicable). (400 words max.)*

1. **Expected Completion**

*Explain the current status of the project. Outline the projected production timeline from the project’s current state to the anticipated completion date. Your timeline should cover both the creative and production processes and should detail major project activities, production schedules, and anticipated post-production and release dates. (Suggested Length: 1 paragraph, 150 words max.)*

1. **How will you complete the funded activity by April 2023?**

*For example if you are applying for development funding the development period needs to end and agreed materials need to be delivered by the end of April 2023. (400 words max.)*

1. **Current Sample/Rough Cut/Trailer (if applying for completion funding please provide a full rough cut).**

*Describe the sample you are submitting for consideration. What should reviewers be looking for in your sample? Explain what is present or absent in the sample, and how it will differ as a finished film. How is it representative of the intended story, style, subject, or another aspect of the project? If you submitted a rough cut, what changes or additional material are planned? Please submit a Vimeo link or a location the clip can be viewed online, along with a password if relevant. PLEASE REMEMBER TO CHECK THAT ALL LINKS AND PASSWORDS WORK AND ALL PERMISSIONS FOR ACCESS TO DOCUMENTS HAVE BEEN GRANTED.*

*(Suggested Length: Approximately 1 paragraph, 150 words max.)*

1. **Please record and upload a one-minute video of yourself explaining your motivation for making this film**

*Provide the Vimeo or other link to view the clip and any password.*

1. **Have you previously submitted this project to the BFI Documentary Fund?**

*Please Select…*

* Yes
* No

1. **If your project is a resubmission, please detail how the project has progressed since the last application**

*(Suggested length: 1 to 2 paragraphs, 500 words max.)*

**KEY CREATIVE PERSONNEL**

Provide brief biographies for the director(s), and if attached, the producer(s), cinematographer, and/or editor. Include notable credits and/or major recognition or award information. For each key creative team member, include information about relevant expertise and the individual’s role in the project. Bullet list names and titles of any attached advisors and/or consultants.

(Suggested length: Approximately 1 paragraph/short bio)

Please note this section will NOT affect the assessment of your application. It is to get a sense of the project's team and experience.

1. **Director(s)**

*Please tell us about the project's director(s)*

*(Suggested length: 1 paragraph, 150 words max.)*

1. **Producer**

*Please tell us about the project's producer(s)*

*(Suggested length: 1 paragraph, 150 words max.)*

1. **Cinematographer**

*Please tell us about the project's cinematographer(s)*

*(Suggested length: 1 paragraph, 150 words max)*

1. **Editor**

*Please tell us about the project's editor(s)*

*(Suggested length: 1 paragraph, 150 words max)*

1. **Is the Director…**

* A new filmmaker
* An established filmmaker
* A filmmaker looking to move into documentary

**BFI DIVERSITY STANDARDS**

Can you demonstrate how your project and the makeup of your team will tackle under-representation in the documentary film industry? Please complete and attach the BFI Diversity Standards form as your supporting materials (the form can be found here: <https://docsociety.org/bfi-doc/>. All applications need to provide a completed form and attach to your application via the Supporting Materials section. An incomplete form will affect the assessment of your application as the information provided will part of the decision-making process.

BFI Diversity Standards: The areas of under-representation (in relation to disability, gender, race, age, sexual orientation and socio-economic status) covered by the Diversity Standards as they pertain to the Equality Act 2010. The Standards also seek to ensure that people from lower socio-economic groups are better represented. At a minimum, applicants are expected to meet the criteria of at least two of the four sections of the BFI Diversity Standards. Projects satisfying the criteria of at least three standards will be awarded the Screen Diversity mark of good practice. Please visit the Diversity Standards page of the BFI website for more information about the Standards: http://www.bfi.org.uk/about-bfi/policy-strategy/diversity/diversity-standards. It is acknowledged that the dynamics of documentary filmmaking is somewhat different to fiction such as crew configurations and this is taken into consideration so please don't worry too much and just be honest.

1. **BFI Diversity Standards**

*If you choose YES here you will be asked to upload the files at the end of the application*

*Please choose*

* Yes
* No

# **COVID-19 RISK ASSESSMENT**

1. **Please briefly outline your COVID-19 production risk assessment plan to ensure that you can commence and undertake your production safely.**

*This should be about how you will plan for safe production processes and mitigate risks to crew and contributors within the current government guidance and restrictions. We recommend reading the COVID-19 Risk Assessment for documentary filmmakers, compiled in collaboration between Doc Society, Sundance and Field of Vision.* [*http://tiny.cc/covidindiedoc*](http://tiny.cc/covidindiedoc) *(800 words max.)*

**AUDIENCE & DISTRIBUTION**

1. **Distribution & Marketing Strategy**  
   *Characterise the intended distribution life for your film. Specify plans for festival, theatrical, and/or community screenings, as well as your plans for securing distribution and/or broadcast? (Suggested Length: Approximately 1 paragraph, 150 words max.)*
2. **Intended Audience**  
   *Describe the anticipated audience for your project, including any underserved audiences. How do you plan to reach your target audience? How have you addressed the needs and interests of this audience in your film? What is your relationship and access to this community? (Suggested Length: Approximately 1 paragraph, 150 words max.)*
3. **Audience Engagement & Social Impact**  
   *Audience Engagement is a strategy designed to activate audiences and constituencies toward specific goals. Not all films are suited for social engagement, but if yours is, what actions do you hope for viewers to take after seeing your film? Potential activities include organisational partnerships, educational guides, targeted stakeholder/community screenings, social media strategies, multi-platform activity, or social change campaigns. Do you have partnerships with organisations in your issue area already, and if so, how are these relationships informing your project development? (Suggested Length: Approximately 1 paragraph, 400 words max.)*

**FUNDRAISING STRATEGY AND FUNDING IMPACT**

1. **What is the total budget for the film?**  
   *Please provide a breakdown of your project’s projected expenses, from development through release, including a budget total. Provide budget notes for any areas that may be viewed as out of the ordinary or which requires further explanation.*
2. **Funding to Date**   
   *Provide a list of all sources and amounts raised to date. Distinguish between potential sources of funding and secured amounts. List the status of other sources of funding currently under consideration, whether to be applied for or pending.*
3. **Amount Requested**
4. **Grant impact - Should you receive funding, describe how any granted funds would be spent and how the amount requested would help you move forward with your project.**  
   *(Suggested length: 1 to 2 paragraphs, 150 words max.)*
5. **Fundraising Strategy**   
   *Describe the strategy for raising the additional funds necessary to complete the project. Be specific! (Suggested Length: Approximately 1 paragraph, 150 words max.)*
6. **Do you have any other institutions supporting the film?**  
   *Are there other organisations assisting/working with you on your film in some capacity? For examples, charities, broadcasters, not-for-profits*

**SUPPORTING MATERIALS**

This can include a detailed production schedule/timeline, a detailed treatment and sample scenes of your project, a showreel or short film or detailed budget.

1. **Supporting Materials**

*If you choose YES here you will be asked to upload the files at the end of the application.*

*Please Choose…*

* Yes
* No

1. **Supporting Materials - Please upload links (Vimeo/YouTube etc with passwords) with all your supporting materials. You can also put links to Google Docs for budgets. Please limit additional footage/visual materials to 30 mins.**

*Vimeo/YouTube and Google Doc links accepted. Please note: The upload button appears after you have completed and submitted your application. Please look under "my proposals", here you will see your submitted application, next to that in blue is an upload button. Press that and you can upload all supporting materials. These need to be uploaded alongside your application & NOT sent via email separately.*

Equality Monitoring Form x3

The BFI promotes the quality and value of difference and we are committed to being a catalyst for change. When people apply to the BFI Film Fund, we require every team to complete this Equality Monitoring Form for each application made.

A 'Prefer not to say' option is included in each category, so that applicants can select this if they would rather not provide a specific answer, but we urge you to complete the form as fully as possible. Information gathered from these forms will be used to generate statistics about the overall profile of applicants to the BFI and to ensure that BFI policies and processes are being applied fairly. Every completed form we receive enables us to gain a better picture of the industry and the impact of our funding within it, so we thank you in advance for taking the time to complete it.

Please answer the questions about your producers, directors and writers as applicable. You can supply information for up to three individuals.

1: **Are you the producer or director?**

2: **When you were 14, what did the main income earner in your household do for a living?**

|  |  |
| --- | --- |
|  | * Clerical and intermediate occupations e.g. secretary, nursery nurse, office clerk, call centre agent * Middle or junior managers e.g. office manager, warehouse manager, restaurant manager * Modern professional occupations e.g. teacher, nurse, social worker, artist, musician, software designer * Routine manual and service occupations e.g. van driver, cleaner, porter, waiter/waitress, bar staff * Semi-routine manual and service occupations e.g. postal worker, security guard, machine worker, receptionist, sales assistant * Senior managers and administrators e.g. finance manager, chief executive * Technical and craft occupations e.g. fitter, plumber, printer, electrician * Traditional professional occupations e.g. accountant, solicitor, scientist, medical practitioner * Unemployed/never worked/long term sickness * This question does not apply due to being care experienced * Prefer not to say * Other |
|  |  |

|  |
| --- |
| 3: **What type of school did you mainly attend between the ages of 11 and 16?**   * Attended school outside the UK * Independent or fee-paying school – bursary * Independent or fee-paying school – no bursary * State-run or state-funded school – non-selective * State-run or state-funded school – selective on academic, faith or other grounds * Don’t know * Prefer not to say * Other |

If you selected other, please specify below:

4: **Do you consider yourself to have a disability, impairment, learning difference or long term condition?**

The Equality Act 2010 defines disability as ‘a physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day to day activities’. Please tell us if you consider yourself to have a disability.

* I am D/deaf
* I have a disability
* No
* Prefer not to say

5: **What is your gender?**

* Female (including trans women)
* Gender Fluid
* Intersex
* Male (including trans men)
* Non Binary
* Prefer not to say
* Prefer to self-identify

If you would prefer to self-identify, please detail below:

6: **Are you the same gender assigned to you at birth?**

* Yes
* No
* Prefer not to say

7: **What is your sexual orientation?**

* Asexual
* Bisexual
* Gay Man
* Gay Woman/Lesbian
* Straight/Heterosexual
* Other
* Prefer not to say
* Prefer to self-identify

If you would prefer to self-identify, please detail below:

8: **Please tell us about your ethnic origin (or your closest UK Census based options should read as follows):**

* South Asian/Asian British
* East Asian/Asian British
* South East Asian/Asian British
* Any other Asian Background
* Black African/Black British
* Black Caribbean/Black British
* Any other Black/African/Caribbean background
* White & Asian
* White & Black African
* White & Black Caribbean
* Any other mixed/Multiple ethnic groups background
* White British (English/Welsh/Scottish/Northern Irish/British)
* Gypsy or Irish Traveller
* Irish
* Roma
* Any other white background
* Arab
* Jewish
* Latinx
* Middle Eastern and North African Heritage
* West and Central Asian Heritage
* Any other ethnic group
* Prefer not to say

9: **What is your age?**

* Under 16
* 16-19
* 20-24
* 25-29
* 30-34
* 35-39
* 40-44
* 45-49
* 50-54
* 55-59
* 60-64
* 65-69
* 70-74
* 75 or over
* Prefer not to say

10: **What is your religion or belief?**

* Agnostic
* Atheist
* Buddhist
* Christian
* Hindu
* Jewish
* Muslim
* Sikh
* No religion
* Other
* Prefer not to say

If you selected other, please specify below:

11: **Do you have caring responsibilities?**

* Primary carer of a child or children (under 18)
* Primary carer of disabled adult (18 and above)
* Primary carer of disabled child or children
* Primary carer of older person (65 and above)
* Secondary carer
* None
* Prefer not to say

12: **Are you returning to work following an extended period (12 months or more) of absence?**

* Yes
* No
* Prefer not to say

If Yes, select one of the following:

* None
* Period of ill health
* Primary carer of adult (18 and above)
* Primary carer of child or children (under 18)
* Prefer not to say

13: **What is your nationality?**

14 **What nation/region are you from?**

* England – East Midlands
* England – East of England
* England – London
* England – North East
* England – North West
* England – South East
* England – South West
* England – West Midlands
* England – Yorkshire & Humber
* Northern Ireland
* Scotland
* Wales
* Other

If you selected other, please specify below:

## **Fraud I.D. Checks**

Doc Society, as a delegate of the British Film Institute, is required to undertake due diligence assessments of the applications which it is putting forward to its decision-making committees. This section is to provide us with your Personal Identity Information. Please note that our request for this information is not an indication or confirmation of funding and you will be informed separately of the funding decision on your application.

If shortlisted for an interview, we will use this data to work with the British Film Institute to run an identity check on you, as the lead applicant of your current application to us. Please note, therefore, that we will be sharing the information you supply with the BFI just to allow the undertaking of the verification exercise.

Please note that this is not a credit check and will not affect your ability to receive credit from other organisations.

1. **Forename**
2. **Middle name**
3. **Surname**
4. **Mobile Number**
5. **Date of Birth**
6. **Current Address**

*Please provide your current home address. Including County and Postcode*

1. **Previous Address**  
   *If you have changed address within the past three months, please provide your previous address here. You do not need to submit this information if you have lived at your current address for more than 3 months.*
2. **DATA PROTECTION**

By submitting this form, you are providing your informed consent (and permission) for the BFI to run such an identity verification check, including its access, use and storage. The information you give us will be held on an internal grants management system for the administration of applications and awards. We 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 prevent fraud. If you have knowingly provided false or inaccurate information, we may provide your details to fraud prevention agencies.

**COMPLETE: BEFORE YOU SUBMIT!**

Please make sure your application is completed fully before submitting. Incomplete applications will not be considered and additional materials, unless specifically requested by the BFI Doc Society team, will not be accepted. Please check all links to supporting materials work, i.e. Vimeo links and passwords as we are unable to chase.

**\*\*\*\*\*END OF APPLICATION FORM\*\*\*\*\*\***