



# BFI DOC SOCIETY RIPPLE EFFECT FUND

## GUIDELINES

MAKING AN APPLICATION TO THE  
BFI DOC SOCIETY RIPPLE EFFECT FUND  
2021

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## INTRODUCTION

### About BFI Doc Society

Since 2018, Doc Society has been the BFI's delegate partner for National Lottery funding for documentary filmmaking. As well as administering funds for UK short and feature documentaries, we run a dedicated support programme aimed at building connections with documentary filmmakers across the UK and providing professional development opportunities to grantee filmmakers.

### The BFI Doc Society Ripple Effect Fund

The BFI Doc Society Ripple Effect Fund ("The Ripple Effect") is a new initiative to support innovative and essential documentary-focused community activities across the UK. Our goal is to expand BFI Doc Society's outreach and support programme by identifying, fostering and supporting the work of independent groups, individuals and organisations who are building communities and opportunities for documentary locally or have a great plan in mind to do so.

The Ripple Effect will help kickstart documentary-focused ideas and activities that boost connectivity for documentary filmmakers across the UK, create inclusive opportunities for underrepresented non-fiction voices and develop new audiences.

### The Ripple Effect: Building Our U.K. Documentary Network

We all need tools, resources and strategies to be able to effect real change for the UK documentary sector and non-fiction storytellers. The Ripple Effect creates the means for us to support, amplify and partner with proactive initiatives and networks across the U.K. in a meaningful and direct way and to distribute funds into the hands of those working locally and at the heart of their communities. With The Ripple Effect, we aim to expand and deepen grassroots documentary support, networks, peer learning opportunities and micro-communities both on and offline. These networks are particularly essential for independent documentary filmmakers whose work is poorly resourced. We're seeking collaborative ideas for building a rich, ground-up network for documentary filmmaking.

The Ripple Effect is inspired by the recent action of international community-led networks, collectives and initiatives that have taken the lead on issues of equity and power imbalances within our documentary ecosystem: between the funded and unfunded, industry insiders and emerging voices, storytellers and audiences. Networks, collectives and initiatives such as Brown Girls Doc Mafia, StoryShift, FWD-Doc have come together, expanded their reach,

created toolkits, toured virtual screenings, training sessions, series of accessible talks to start to tackle these issues in a substantive way and to grow a more inclusive independent documentary ecosystem. The Ripple Effect aims to support this kind of peer-led activity in a UK context. As a further commitment to Doc Society's equity work, we want to help build and amplify existing networks and enable motivated individuals around the country to build new ones.

As the BFI's delegate partner, Doc Society adheres to the BFI Diversity Standards and uses these to gauge the ability of projects to address underrepresentation in the sector. We ask applicants to embrace these Standards and explore the opportunities of working with a more diverse workforce, not just for their own activities, but for our community as a whole. Applicants will be asked to demonstrate how their project and team will tackle underrepresentation.

## ELIGIBILITY CRITERIA

### Who can apply?

You can only apply to The Ripple Effect if you are based in the UK and are either:

- an official non-profit organisation, or
- an individual aged 18 or over and not in full-time education

By “official non-profit organisation” we mean a legally constituted non-profit organisation centrally managed in the UK. This includes any of the following:

- a limited liability company or partnership registered at Companies House;
- a community interest company registered at Companies House;
- a local authority or statutory body;
- a charity or trust registered with the Charity Commission (including UK universities);
- a if not registered with the Charity Commission, universities principally regulated by one of the Higher Education Funding Bodies (being the Higher Education Funding Council for England, the Higher Education Funding Council for Wales, the Department for Employment and Learning Northern Ireland and the Scottish Funding Council)

which, in each case, operates on a not-for-profit basis.

If you apply as an official non-profit organisation, then you will need to be able to demonstrate that your organisation has a successful track record in one or more of the eligible activity areas, has sufficient organisational stability to effectively deliver the proposed activity, and will be able to continue to deliver similar work after our funding ends. If you intend to deliver your proposed activity through an organisation that does not qualify as an official organisation (as described above), then the application will need to be made in the name of an individual and we will require evidence that the organisation that you propose will deliver the activity has an appropriate constitution and system of governance in place.

If you apply as an individual (e.g. a freelancer or sole trader), you will need to be able to demonstrate a track record in the creative industries and previous experience managing grant-funded projects [as well as in the activity areas that we want to support].

We welcome applications for activity that will be delivered in partnership with one or more other organisations and/or individuals. All proposed partners should be named on the application and their role and specific contribution to the project activity clearly defined. Partnerships may bring specific added value, such as project delivery experience, financial and/or in-kind resources, access to networks of under-represented creatives or audiences for documentary, documentary sector knowledge and/or an understanding of the needs and skills gaps for new and emerging documentary filmmakers.

For **all** applications, including projects that will be delivered by an official non-profit organisation and/or in partnership, you will need to identify a named, lead individual with a track record in delivering arts/film activity. Such lead individual must:

- be based in the UK
- be 18 or over and not in full-time education
- take overall responsibility for delivering the proposed project.

Examples of entities that we hope will apply to The Ripple Effect where they meet the criteria described in these guidelines include: film or broader arts organisations; collective or self-organised film networks or groups; grassroots community organisations; and individuals with relevant background and expertise.

**Please note that, if your application is successful, we will require that all funding relating to the relevant project and/or activities is held and managed through either, an account in the name of the official non-profit organisation (if applicable) that submitted the application or, in the case of individual applicants, an account in the name of the project, rather than a personal account. In all cases, you will be required to maintain a clear and verifiable accounting trail for receipt and application of all funds.**

### What activities will be eligible for support?

The Ripple Effect aims to support the following key areas of activity in the context of documentary film: **growth and amplification of talent networks** (groups, forums, collectives); **talent development** (pitching, coaching, mentoring, workshop activity) and ideas that promote independent documentary film culture to **underrepresented audiences**.

We are looking for applications for activity intending to achieve one or more of the following aims:

1. Deliver innovative and essential documentary community activities in the UK with diversity and inclusion at the heart.

2. Strengthen and deepen the ambition of diverse community groups, networks, collectives and organisations resulting in increased opportunities for documentary film.
3. Increase engagement with independent documentary film within underrepresented communities.

We are interested in supporting networks and peer groups who facilitate the following in relation to documentary film:

- skills sharing, knowledge, expertise and best practice
- providing support to underrepresented documentary film talent
- encouraging collaborative and innovative ways of working
- sharing resources
- networking and connecting talent events
- debating documentary ecosystem issues and discussing ideas and building their networks
- audience engagement initiatives that amplify independent documentary to new and diverse audiences
- activity that is rooted in documentary community and in amplifying community voices
- activity that can demonstrate lasting impact
- activity that demonstrates diverse leadership

**The following documentary-focused activities will be eligible for funding to the extent that they reflect and support the aims and outcomes listed above:**

- peer-led networks and collectives
- participatory film activity taking place in community settings
- quality online activity
- securing mentors/expert industry advisers
- inclusive events (Deaf/hard of hearing, blind, disabled community access)
- community practitioner development
- community-based partnership activity

**Unfortunately, we will not be able to fund any of the following areas of activity or costs:**

- activity taking place outside of the United Kingdom
- activity that is not related to documentary film
- activity that has already taken place or will have taken place prior to us making any grant award

- educational or training activity in educational settings, or which meets the eligibility criteria for open funds currently provided by [ScreenSkills](#)
- activity that is not community-based
- funding for the development, production or completion of documentary film
- talent development programmes where the production of a film is the outcome
- activity that has been, or is currently supported by other BFI National Lottery funding (see the “What and how much can I apply for” section below).

**And, we will not be able to fund any of the following costs:**

- any costs that are not directly related to delivering the programme of activity you will define in your application
- venue alterations or improvements
- core staffing or overhead costs not directly related to this activity

**The proposed activity will need to take place this financial year and be completed by 31 March 2022.**

Applicants must be committed to broadening the independent documentary ecosystem in the United Kingdom. As with all BFI Doc Society work, we'll be looking for activities that represent the diversity of the UK and address specific underrepresentation in our sector, evidencing a commitment in one or more of the following areas: age, disability, gender reassignment, sexual orientation, sex, race, religion or belief, marriage and civil partnership, pregnancy and maternity, regional participation and socioeconomic background and caring responsibilities. This isn't a definitive list and we welcome applications for projects which address other evident areas of under-representation not mentioned above.

All applicants need to demonstrate how their proposed documentary activity is rooted in their communities and also describe how the activity will address specific needs within these communities. The Ripple Effect uses funds from the National Lottery which can only be awarded to proposals that demonstrate a clear public benefit from the activity.

Although The Ripple Effect can only support activity that is taking place ending on or before 31 March 2022, we are looking for proposals that can demonstrate longer term impact.

**The Ripple Effect is designed to support new activity - work that would not otherwise take place.** For this reason, we are only seeking applications for activity that has not previously been funded by, and is not currently being funded, by other BFI National Lottery funds. If you have already received BFI National Lottery funding for some of your activities - for example, through the BFI Film Audience Network or the BFI Audience Fund - then The Ripple Effect is not able to supplement, replace or repeat this funding. An application to The



Ripple Effect must therefore show how the proposed activity you are seeking support for is new, different and complementary to any other work for which you may have already received funding. In summary, The Ripple Effect support cannot be used as supplementary funding for existing or repeated activities supported by BFI National Lottery funding; it instead provides opportunities for new, documentary-focused work to be fostered.

You can find out more about related BFI National Lottery funding opportunities by visiting these links:

[BFI Film Audience Network](#)  
[BFI Audience Fund](#)

### What and how much can I apply for?

Applicants can apply for a non-recoupable grant of between **£5,000-£20,000**, for up to 100% of the total eligible costs of the proposed eligible activity. The Ripple Effect provides grants specifically on the basis that applicants will not be making a financial gain (a profit) from the activity supported. The costs of staff delivering activities can be included in your budget; these will be reviewed as part of the assessment process and we may ask you to adjust them before making an award.

## ELIGIBILITY CHECKLIST

To be eligible to apply to the Fund, you must be able to tick all of the following statements before submitting an application for funding:

<p>I am submitting an application as:          an official non-profit organisation, or          an individual aged 18 or over and not in full-time education</p>	
<p>I am based in the UK.</p>	
<p>The activity I am applying for is wholly documentary focused.</p>	
<p>The proposed activity will take place in the UK</p>	
<p>In order to finalise our selection, we often enlist some external reviewers who have expertise in audience and talent development in the UK independent documentary sector. Check here to confirm that you are happy for your project to be viewed by external parties.</p>	
<p>I am applying for activity that intends to achieve one or more of the following aims:</p> <ul style="list-style-type: none"> <li>○ Deliver innovative and essential documentary community activities in the UK with diversity and inclusion at the heart.</li> <li>○ Strengthen and deepen the ambition of diverse community groups, networks, collectives and organisations resulting in increased opportunities for documentary film.</li> <li>○ Increase engagement with independent documentary film within underrepresented communities.</li> </ul>	
<p>I have considered how my project will meet the BFI Diversity Standards.</p>	
<p>I take overall responsibility for delivering the proposed project.</p>	
<p>I am applying for direct costs between £5,000 - £20,000 and the total budget of my project does not exceed £60,000.</p>	
<p>If my project is selected, I understand an evaluation and final cost report is to be submitted after the activity has been completed.</p>	
<p>If my project is selected, I understand I will be asked to submit an Equality Monitoring report evaluating how I delivered against my diversity aims.</p>	

## HOW DO I MAKE AN APPLICATION?

### Call for Applications

The Ripple Effect is open for one round of applications between **Thursday 13th May 2021 and 1pm on Thursday 10th June 2021**. All applications must be submitted during the open call. We are unable to accept any applications sent outside of the call dates.

### Online application

To apply for funding you will need to complete an application online, using our application form at <https://apply.doc society.org>.

A preview of the application form is posted online on the Fund home page (<https://docsociety.org/bfi-doc>), so you can review and prepare in advance of applying. When first using the online application form you will need to create an account which will allow your application to be saved and reviewed before submission. You will be able to access all of your past online applications and in-progress applications at any point by logging into your account from any of the Doc Society's funds and programmes. If you need additional support with accessing and/or completing the application form please contact Fiona on [hello@docsociety.org](mailto:hello@docsociety.org) and refer to "The Ripple Effect" in your enquiry.

### Application Contents

Each application must be completed in full, and include:

- Details of the lead individual
- Organisation details (if applicable)
- Partnership details (if applicable)
- Summary CV's for those who are delivering the proposed activity
- A detailed description of your proposed activity, how you plan to implement it and a timeline for delivery
- The sector need or gap that your proposal addresses and who will benefit
- A plan for how you will measure the progress and impact of your proposed activity
- The challenges and risks of undertaking your proposed activity (including the current risks associated with the Covid-19 pandemic) and how you plan to mitigate these.
- Details about your budget and how much funding you are requesting from The Ripple Effect.

For your application to be eligible, you will also be asked to upload:

- A detailed budget for your proposed activity (using the template provided)

We also ask you to submit an equality monitoring form for the lead applicant and any core members of your delivery team.

### Speculative Submissions

As a National Lottery fund, we can only consider applications that have been submitted to us through the formal online application process. This means that we cannot accept, or read, informal applications submitted by any means other than the online application portal.

### Access Support for BFI Doc Society Applicants

BFI Doc Society 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 Ripple Effect, we want to ensure that access support is available to you. To request access support, please download and complete an Access Support Request Form [here](#).

If you have any questions about access support or any trouble downloading the Access Support Form, please contact [fiona@docsociety.org](mailto:fiona@docsociety.org)

### BFI Diversity Standards

As part of your application, we ask you to write about how you intend to meet the BFI Diversity Standards. You should use this paragraph in the application to describe your plans and intentions around diversity in connection with your project and/or proposed activities, responding to the BFI Diversity Standards. This means detailing how you will address sector underrepresentation in one or more of the following: age, disability, gender reassignment, sexual orientation, sex, race, religion or belief, marriage and civil partnership, pregnancy and maternity, regional participation and socioeconomic background and caring responsibilities. Read more about the BFI Diversity Standards [here](#).

If your plans are not fully developed at the point of application, then please state the stage you are currently at and explain how you will turn your aims into actions.

If you, your team or organisation has a long-standing commitment to diversity, enabling you to meet the BFI Diversity Standards by continuing your current practice, your application should outline how you will build on past achievements and show leadership to the wider industry.

## Covid-19 Risk Assessment and Planning

Alongside considering general risks when delivering your project, your application will need to include a Covid-19 Risk Assessment to demonstrate how you can carry out your activity safely. Please ensure that the activity you plan to carry out is in line with current government legislation (and any specific geographic restrictions) which can be viewed [here](#). Please think about how you will mitigate any further potential restrictions resulting from the pandemic and how you could revise your activities (if necessary) in order to still achieve your aims, should your original plans be disrupted.

## Environmental Sustainability

As a foundation supporting independent documentary filmmakers globally, Doc Society has a particular responsibility to tell the truth. To help support the narratives and storytellers that can shift our culture and politics in a time of emergency.

Since 2017 we have been working to put the climate at the centre of all our practice. We have thought about how we can adopt better internal processes as a small creative organisation as well as put climate into consideration in all our programmatic work and the work that we carry out with filmmakers and partner organisations. You can find our commitment to change [here](#).

We ask that all applicants consider the environmental impact of their proposed activity, whether it be venue based or online, and how to mitigate or improve it. Resources to help you plan for a greener activity include: [Green Events Guide](#), [MyClimate Carbon Offset Calculator](#). Carbon offset costs for the activity can be included in your budget.

## WHAT HAPPENS AFTER I HAVE SUBMITTED AN APPLICATION?

We aim to assess applications as efficiently and transparently as possible. Once you have submitted your application, we will confirm receipt by email and a unique ID number will be assigned to the application.

### Eligibility Check

We will check that your application is eligible for funding, using the criteria identified in the sections titled *Eligibility Criteria* on page 5 and the *Eligibility Checklist* on page 9. If it is ineligible, we will send you an email to inform you that your application will not be progressing further. If incompleteness is the only reason for rejecting your application we will contact you and provide you with the opportunity to complete the missing information. However, do please double check that your application is complete before pressing submit!

If your application is eligible it will progress to the assessment stage.

### Assessment Criteria

Applications will be assessed based on the following criteria:

- The extent to which the activity is wholly documentary focused
- The potential to meet the overall objectives of The Ripple Effect i.e. to build and strengthen documentary networks, opportunities, and documentary-focused activity and audiences in the UK
- The quality, originality and creative strengths of the proposal
- How the proposal supports underrepresented talent or audiences and the impact it could have in addressing BFI Diversity Standards
- The capacity for the activity to have measurable sustained long term impact (i.e. building your network, increased visibility in the sector for underrepresented talent / audiences, connectivity, cultural influence, projected impact on participants - e.g. through generating more awareness of support available, increasing sense of belonging to a community etc.)
- The feasibility of plans to deliver the proposed activity (i.e. realistic timeline, budget, risk factors)
- Strength and commitment to the aims of The Ripple Effect of the team delivering the proposal (i.e. track record, evidence of diverse leadership)
- The project's need for National Lottery support (e.g. related to its cultural impact)
- The overall balance of projects supported, to ensure variety and reach of funded activities.

## Assessment Process

The longlisting process for applications will be undertaken by BFI Doc Society and 2 external assessors with expertise across independent film exhibition, documentary film, talent development and inclusive practice. During this process we will also consult with colleagues across BFI FAN and BFI NETWORK.

Short-listed applicants will be invited for an interview by the Ripple Effect team.

Following the interview process, a selection committee comprising BFI Doc Society and BFI Film Fund leads will then make final decisions on the shortlist including agreeing the funding level for successful applications and any conditions that will be placed on individual awards prior to funding being made available.

Successful and unsuccessful applicants will be informed by email of our decision as soon as possible. Our decision on whether we wish to support your project is final.

## Feedback for unsuccessful applicants

We acknowledge the time and work that applying for funding can take and we aim to make the application process as fair and transparent as possible. If we have met with you to discuss your application but are unable to proceed with a funding offer, we will provide constructive feedback on your proposal either by email or phone.

Unfortunately we are unable to provide detailed feedback to *all* unsuccessful applicants. We will inform you that your proposal has not been selected by email and the documentation held on file for the assessment of these projects will simply state, “reject”.

## Timeline Summary

The deadline for The Ripple Effect is **Thursday 10th June at 1pm (GMT)**.

Stage	Time from application deadline
Email acknowledgement of submission	Within 14 days of submission
Email of interest or declination	Within 6 weeks of application deadline
Final decisions made	Within 8 weeks of application deadline

## SUCCESSFUL APPLICANTS

If your application is successful, Doc Society will issue a funding agreement setting out the amount of the grant and the activities being funded, as well as detailing deliverables, including the **final report**, branding requirements and timelines for the project. The agreement will also include a payment schedule, pursuant to which funds will be released upon completion of agreed activity milestones, and our standard terms and conditions (as further described below).

Your **final report** will need to include:

- A narrative description of your activity and summary of successes and challenges
- Equality and inclusivity monitoring data
- A final cost report (in a form approved by Doc Society)

### Terms and Conditions

As The Ripple Effect is granting National Lottery funds, there are a number of **terms and conditions** which will automatically apply and will be reflected in our funding agreement with you. These terms and conditions will include the following:

1. Each grant must be used exclusively for the purpose for which it was requested and in accordance with the timetable set out in the application or as modified in subsequent discussions with Doc Society. Any proposed changes to the funded project or activities and/or the timetable for delivery should be agreed in advance with Doc Society.
2. All funding relating to the relevant project and/or activities including, without limitation, The Ripple Effect grant, must be paid to and managed through, either:
  - an account in the name of the official non-profit organisation (if applicable) through which the application for funding was made; or
  - in the case of applications from individuals, a dedicated bank account specific to the project that is separate to the individual's personal account.
3. Grantees must keep and maintain complete and accurate books and records of all income, expenditure and liabilities, and retain copies of all invoices and receipts, associated with the project and related activities, and Doc Society and/or its designees (including BFI and the National Audit Office) shall have the right to inspect the same and make copies upon reasonable notice at any time for a period of up to 5



years from the date of execution of the funding agreement. Each grantee must also submit a final cost report in a form approved by Doc Society. BFI Doc Society, and /or its designees (including BFI and the National Audit Office) will have the right to audit the cost report.

4. Grantees must promptly notify Doc Society in writing of any further partnership finance and/or in-kind contributions secured for the funded project and/or activities at any time following submission of your application to The Ripple Effect until completion of the funded project and/or activities.
5. Grantees must include the BFI Doc Society logo and make specific reference to the BFI Doc Society Ripple Effect Fund and the National Lottery in any public communications relating to the funded activities, including in any website, design assets, marketing materials and any press releases.
6. Grantees must clear any applicable intellectual property and/or other proprietary rights and acquire any and all necessary licenses for the funded project and all activities utilising third party materials including, for example, any activity that may involve screenings.
7. Doc Society may withdraw any offer of funding if it has reasonable concerns relating to the financial status or good standing of the grantee and/or the terms of any third-party finance for the funded project and/or activities.
8. If the funded project and/or activities is completed under budget (meaning you have some of the funding left over, including as a result of any additional funding received from third parties following submission of your application to The Ripple Effect), a percentage of the underspend, proportionate to the amount of The Ripple Effect grant against the entire project budget, must be promptly reimbursed to Doc Society.
9. It is a condition of funding that all appropriate and customary insurances (including, without limitation, public liability insurance and employers' liability insurance) are obtained in relation to the funded project and/or activities and that copies of the applicable policies are provided to Doc Society upon request.
10. Grantees must deliver a final narrative report (assessing the project's successes against its intended outcomes); at least 3 high-res images of the funded activities; and equality and inclusivity data using the templates provided by Doc Society.
11. Grantees may be required to attend interim meetings, provide a mid-term report and/or general updates as and when may be reasonably required by Doc Society in order to review progress of the funded project and/or activities.

12. The individual project lead must ensure that any and all individuals providing services in connection with the funded project and/or activities are engaged in accordance with the requirements of all relevant union, guild and industry agreements and all applicable laws, statutes, regulations and codes including, for the avoidance of doubt, in relation to minimum pay rates, health and safety, anti-bribery and anti-corruption and data protection.
13. If the project and/or any funded activities involve the participation of children and/or young people, the grantee must provide Doc Society with evidence that they have an appropriate Child Safeguarding and Protection Policy in place and that they will otherwise comply with all legal requirements in connection with working with children and/or young people.
14. If you are delivering work in partnership with other individuals or organisation(s) then we will ask you to complete a partnership agreement setting out the responsibilities of each partner.
15. 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 stop fraud. By submitting this application, you are providing your informed consent (permission) for the BFI to run such an identity verification check, including its access, use and storage.

## NATIONAL LOTTERY GENERAL FUNDING CONDITIONS

1. The information in these guidelines can change. The law and Government regulations on distributing National Lottery funds may also change. Doc Society therefore reserves the right to review this funding scheme and/or change its policies, procedures and assessment criteria.
2. The application form does not necessarily cover all the information the Doc Society uses to decide which applications to fund. Doc Society can ask applicants for extra information.
3. All applications are made at the applicant's own risk. Doc Society will not be liable for loss, damage or costs arising directly or indirectly from:
  - the application process;
  - Doc Society's decision not to provide an award to an applicant; or
  - dealing with the application.
4. Please check your application form carefully. Doc Society will not process applications which are incomplete or which do not comply with these guidelines.
5. Doc Society's decisions on applications are final.
6. Doc Society will not pay any funding until it has received a fully executed copy of the funding agreement and any conditions precedent to that agreement have been satisfied or waived by Doc Society.
7. Doc Society will publicise information on the number of applications it receives and the awards made. This information will include the name of the successful applicant, award amount, project name and project details.
8. The Freedom of Information Act 2000 gives members of the public the right to request certain information held by Doc Society. This includes information held in relation to applications to Doc Society's National Lottery funding programmes or schemes. Therefore if you choose to apply to Doc Society you should be aware that the information you supply, either in whole or in part, may be disclosed under the Freedom of Information Act.

9. A conflict of interest arises where a board member or employee of any Doc Society entity (Doc Society, Doc Society Charitable Trust, Doc Society Inc.), or persons connected to any of these, or family members of any of these, may stand to benefit financially if an application to the Fund succeeds. This interest has to be declared in applications from such applicants. The relevant Board member or employee will not be involved in assessing the application or the decision to make an award, and Doc Society will notify the BFI of any such conflict of interest. Applicants are advised not to try to influence the success of their application by approaching a board member or employee.
10. It is important that applicants carefully check the information given in the application form. Doc Society will be entitled to withhold or reclaim an award in the following circumstances:
  - if the application was filled in dishonestly or with incorrect or misleading information about the organisation or the project whether deliberately or accidentally; and
  - if the award recipient acts dishonestly or negligently to the disadvantage of the project.
  - Doc Society will follow up cases of suspected fraud and will pass information to the police
11. Doc Society requires that any measures taken by applicants to address underrepresentation are fully in compliance with the Equality Act 2010 – see more at [www.equalityhumanrights.com](http://www.equalityhumanrights.com).
12. Complaints and Appeals: Doc Society’s decision is final. Inevitably applications will be turned down and applicants may be disappointed by this result. Formal appeals against the final decision will not be considered unless the applicant has good cause to believe that the procedures for processing the applications were not adhered to, or applied in such a way as to prejudice the outcome of the application. A copy of Doc Society’s Complaints and Appeals procedure can be obtained on request by emailing [hello@docsociety.org](mailto:hello@docsociety.org) with the subject line “Complaint”.
13. Recognition of the National Lottery:

The BFI Doc Society Ripple Effect Fund distributes ‘good cause’ National Lottery Funding. We therefore ask all of our partners and award recipients to increase the visibility of the National Lottery by:

- Promoting and proudly displaying the National Lottery logo; and
- Warmly and energetically finding ways to get all beneficiaries to spread the word. It is therefore an important condition of this funding that the source of the funding (being the National Lottery) is prominently acknowledged through conspicuous

use of the BFI Doc Society logo, which includes reference to the National Lottery and through agreed verbal and written acknowledgement. Also that partners and beneficiaries take frequent opportunities to highlight not just the fact of the funding but why it is funded and therefore the good work that is possible through the National Lottery.