**Before you apply checklist 2025**

**Please ensure that:**

* **All team members are over 18 years of age and not in full time education.** If you or any member of your team are in full time education at the time of application, you must graduate before August 2025 in order to be eligible for funding.
* **That you are based in the UK.**

Directors and Producers should be resident in the UK in order to be eligible for this fund.

* **You are confident that your project (if awarded) can pass the BFI Cultural test**

You do not need to apply for certification at the application stage. If you are awarded a grant, you will need to provide evidence that your project will qualify later on in the process. Information about the cultural test can be found [here](https://www.bfi.org.uk/apply-british-certification-tax-relief/cultural-test-film). All questions about the Cultural Test and co-production tax relief should be referred to certifications@bfi.org.uk.

* **You are confident that your project is capable of obtaining a BBFC or PEGI ‘18’ rating** or less, for theatrical and video release. More information about BBFC ratings can be found [here](https://www.bbfc.co.uk/about-classification/classification-guidelines). Information about PEGI ratings for immersive interactive works can be found [here](https://videostandards.org.uk/RatingBoard/ratings-system).
* **You have downloaded and completed the BFI Doc Society Diversity Standards form.** You can download the form as a word doc or PDF in the [“Preview Documents”](https://bfi.docsociety.org/bfi-doc-shorts/) section of the web page, you can read guidance notes [here](https://www.bfi.org.uk/inclusion-film-industry/bfi-diversity-standards/bfi-diversity-standards-film). We understand that you may be in the very early stages of your project and might not have all of your team on board yet, in this case we ask you to speak to your intentions of how you would make your project inclusive and accessible. You will be asked to upload the completed form as part of the application process.
* **You have email addresses to hand for the Producer, Director and Writer (if applicable)** You will not be asked to provide contact details of the director and/or writer at this stage, however, all key team members will need to complete the Equality Monitoring form in order for the application to be processed. When you fill out the online application form, you will be given a link to the form and a unique reference number which you can send to your team members in order that they can complete the Equality and Monitoring form anonymously. This information will be treated confidentially and will not be shared with the Doc Society team members who will review your application.
* **You have completed your budget and production calendar template**

You can download the budget template as an Excel document from the [“Preview Documents”](https://bfi.docsociety.org/bfi-doc-shorts/) section of the web page, you can edit the budget template in Microsoft Excel, Google Sheets or Apple Numbers. You should fill out the production calendar and budget tabs. If you have access costs you should also fill out the access budget section. You will be asked to upload this document as part of your application.

* **You have read the Guidelines in full** You can find them in the [“Preview Documents”](https://bfi.docsociety.org/bfi-doc-shorts/) section of the web page.