* Please complete this form and send to [filmhublondon@filmlondon.org.uk](mailto:filmhublondon@filmlondon.org.uk)
* Do not send hard copies by post.
* If you require assistance to complete this form, the BFI provides an access support fund, which you can apply for here: <https://www.bfi.org.uk/get-funding-support/access-support-bfi-fund-applicants>
* Make sure to read the Film Exhibition Fund guidelines before starting work on your proposal. We advise you refer to the assessment criteria while answering the following questions as these will help you understand what information we are looking for.

|  |  |
| --- | --- |
| **ORGANISATION NAME** |  |
| **ORGANISATION WEBSITE** |  |
| **LEAD CONTACT NAME** |  |
| **EMAIL OF LEAD CONTACT** |  |
| **POSTAL ADDRESS**  *of organisation* |  |
| **POSTCODE** |  |
| **PHONE NUMBER OF LEAD CONTACT** |  |
| **PROJECT TITLE** |  |
| **AMOUNT REQUESTED**  *Up to £5,000* |  |
| **ACTIVITY TIME FRAME**  *Between 1 April 2025 – 06 March 2026* |  |
| **VENUE(S) YOU WILL USE**  *Include full addresses* |  |

|  |  |
| --- | --- |
| 1. **KEY PERFORMANCE INDICATORS** | |
| **WILL ACTIVITY TAKE PLACE IN-PERSON / ONLINE / BOTH** |  |
| **PROJECTED AUDIENCE NUMBERS**  *Separate in-person and online audiences, if applicable* |  |
| **NUMBER OF SCREENINGS**  *Separate in-person and online screenings, if applicable* |  |

|  |
| --- |
| 1. **ORGANISATION PROFILE**   *Tell us about your organisation. Do you have experience of running programmes similar to this proposal? Will you be working with any partner organisations to support project delivery and have venue partners been confirmed? How will the project be staffed? What relevant experience to the key project staff have? (up to 300 words)* |
|  |

|  |
| --- |
| 1. **PROPOSAL SUMMARY**   *Tell us about your planned activity. You should include as complete a film/event programme as possible, as well as information about venues, event formats and any additional audience development work you are planning. (up to 300 words)* |
|  |

|  |
| --- |
| 1. **ENGAGING AUDIENCES WITH independent UK and international film, documentaries, TV and/or screen heritage programming**   *Tell us how your activity will engage audiences with independent UK and international film, documentaries, TV and/or screen heritage programming in an inspiring and ambitious way? You should also detail how your activity meets one or more of the fund’s priorities, these are: Public Engagement; Young Audiences; Tackling social, economic and geographic barriers; and Screen heritage.* *(up to 300 words)* |
|  |

|  |
| --- |
| 1. **PROJECT MOTIVATIONS**  * *Tell us why your project is important. Why is the project needed? Does the project provide opportunities for access to films otherwise unavailable locally? Is it engaging local communities who are under-represented in cinema audiences? (up to 300 words)* |
|  |

|  |
| --- |
| 1. **MARKETING**   *Tell us about your target audience and how you intend to reach them. Do you have experience of reaching audiences in this way? If you have an organisational or project-specific marketing plan, you might want to attach this alongside your application. (up to 300 words)* |
|  |

|  |
| --- |
| 1. **EVALUATION**   *Tell us what you hope to learn from this activity. What does success look like and how will this be measured? What are the long-term plans to reach audiences beyond this phase of funding? If you have received funding from Film Hub London in the past, we would expect to see any learnings from that experience reflected in this proposal (up to 300 words)* |
|  |

|  |
| --- |
| 1. **BFI DIVERSITY STANDARDS**   *Tell us how your activity responds to the* [*BFI diversity standards*](https://www.bfi.org.uk/inclusion-film-industry/bfi-diversity-standards) *giving clear consideration to fair representation on screen, in the workforce, and ensuring that audiences feel welcome in your cinema spaces. The funding guidelines document provides examples of the sort of information you should share. (up to 300 words) Please note that the larger the amount you are seeking for your project, the more detail we would expect to see in this section.* |
|  |

|  |
| --- |
| 1. **ENVIRONMENTAL IMPACT**   *Tell us about your commitment to sustainability. You should outline what steps you will take to reduce the negative environmental impact of your activity. Will the project raise audience awareness of the climate and biodiversity crises? For further support in this area, please refer to the resources listed in the funding guidelines. (up to 300 words) Please note that the larger the amount you are seeking for your project, the more detail we would expect to see in this section.* |
|  |

**BULLYING, HARASSMENT AND RACISM**

Please read the [BFI’s bullying, harassment and racism guidelines](https://www.bfi.org.uk/inclusion-film-industry/bullying-harassment-racism-prevention-screen-industries) and circulate them among your organisation.

Please confirm that you have, or intend to put in place, an anti-bullying, harassment and racism policy for your organisation:

Yes  No

**CHECKLIST**

Please send us the following documents to complete your application:

Completed Proposal Form

Completed budget document

Safeguarding/Child Protection Policy (if applicable)

Volunteer Policy (if applicable)

Proposal form should be submitted in word document (.doc/.docx).

Budget should be submitted as an excel spreadsheet (.xls/.xlsx).

Safeguarding/Child Protection/Volunteer policies submitted as PDF or your preference.

|  |
| --- |
| **Artificial Intelligence**  Film Hub London would like to gather some early data on the use of AI in funding proposals. This will help us to better understand where and how it is being used by our members. |
| Did you use Artificial Intelligence, or a tool based on it, to help you complete this proposal? |
| Yes  No |
| Are you seeking funding for a project that contains outputs (e.g. film, events, screenings and related activity) from Artificial Intelligence, or a tool based on it? |
| Yes  No |
| If you answered Yes or Unsure to either of the above questions, please include further details here:   |  | | --- | |  | |
| It is important that all projects respect copyright and intellectual property rights.  If you are seeking funding for a project using AI outputs, please make sure that this does not infringe copyright or IP law. |

**DATA PROTECTION**

Please note that the information you supply will be held in computer files. It may be used to prepare statistics and summary data. We may also be obliged to share information under the Freedom of Information Act.

**CONFLICT OF INTEREST**

To prevent a conflict of interest arising between those assessing an application and the applicant, Film London is required to identify all relevant financial or personal interests that may exist between applicants and Film London. Do you or any of your colleagues on the project have a potential conflict of interest with Film London staff?

Yes  No

**APPLICANT CONFIRMATION**

I confirm that all of the information provided on this form and in any material submitted in support of it is truthful and accurate. I agree that this information can be stored by Film Hub London and used for statistical and monitoring purposes.

**E-SIGNATURE:**

**DATE:**

Please return completed forms to: [filmhublondon@filmlondon.org.uk](mailto:filmhublondon@filmlondon.org.uk)