

FILM HUB LONDON TRAINING, TRAVEL AND ACCOMMODATION BURSARY GUIDANCE

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1. TRAINING, TRAVEL AND ACCOMMODATION BURSARY

Film Hub London's Training, Travel and Accommodation Bursary Scheme is designed to enable staff and volunteers of member organisations to enhance their professional development for the benefit of themselves, their organisation and the wider Hub network, with the ultimate aim of broadening audiences and boosting audience choice.

With limited resources available for training and professional development, we are looking to maximise the benefit of support when deciding awards. Applications should therefore set out the practical legacy of supported activity, in addition to the professional development of individual participants. For example, will participation develop new knowledge and skills that can be shared or used within your organisation and/or the wider Hub network?

2. WHO CAN APPLY FOR A BURSARY?

Staff members and volunteers of Film Hub London Member organisations.

Applicants that have not previously received support through the bursary scheme will take priority over previous awardees.

We are unlikely to support:

- a previous bursary recipient to take part in the same activity more than once
- more than one person per organisation to participate in a particular development opportunity.

However, if you can make a strong case for support in these circumstances your application will be considered.

3. WHAT KIND OF ACTIVITY CAN A BURSARY SUPPORT?

We wish to see applications for activities that will enhance your professional development, benefit your organisation and the wider Hub network. This can include attending training courses, conferences, meetings, festivals, screenings and fact-finding visits to other organisations.

4. HOW MUCH CAN I APPLY FOR?

Up to £300. Film Hub London can fund up to 70% of course/accreditation fees and 50% of travel and accommodation costs.

Bursary funds are in high demand so please only apply for the amount you require.

5. APPLYING FOR A BURSARY

Applications can be made on a rolling basis but we do not accept retrospective applications.

Applications are reviewed at the end of each calendar month, and we will endeavor to get back to applicants within 10 working days of the following month.

You should submit your bursary request as early as possible before your activity and at the latest in the calendar month before the activity takes place. This is because travel and accommodation costs tend to be significantly cheaper when secured earlier. We may consider your request within a shorter timescale but you should write to us separately seeking our advice on this before you submit your application.

When requesting a bursary, please ensure you set out clearly how the activity will benefit you, your organisation and the wider Hub network and how it meets our priorities as outlined below.

Applications should be made using the online application form here:

[Film Hub London Training, Travel, & Accommodation bursary application form](#)

6. DECISION MAKING

Decisions on allocating bursary funding will be made by a senior member of FHLO staff, and then ratified by two members of the Film Hub London Advisory Panel.

Please bear in mind that demand for bursaries generally outstrips available resources and as such we will not always be able to offer support to everyone or to the level requested. We will give priority to those requests that most closely fit our priorities.

PRIORITIES FOR SUPPORT

- a) We will prioritise support for attendance at events / training that address the [BFI2033](#) priorities, which are:
 - Young audiences
 - Diverse and underserved audiences
 - Screen Heritage
 - Maximising audience choice and deepening cultural engagement
- b) We also wish to use our Bursary Scheme to support the [BFI Diversity Standards](#) by:
 - enabling people/ organisations from under-represented groups to access training and professional development opportunities;
 - broadening the range of films available to audiences with diverse narratives, casts, crew and places depicted;
 - promoting training and professional development opportunities that will help to develop under-served or disadvantaged audiences (including ways of improving access for disabled audiences).
- c) The UK has on offer a rich array of film festivals, screening events, conferences and training opportunities. Many of these are organised by FAN members, providing great opportunities for learning, profile raising and relationship building. We will prioritise attendance at activities that contribute to this vibrant UK scene.
- d) FAN funding is drawn from the National Lottery good causes and as such we wish to ensure there is a clear public value from our investment. We will therefore give priority to those requests that we believe offer best value for money.
- e) In line with a core Film Hub London aim, we will also prioritise applications from organisations serving audiences in London's outer Boroughs.

In summary, the strongest applications will be those that in the view of the FHLO, clearly establish:

- a) a strategic fit with BFI2033 and Hub priorities;
- b) support for BFI Diversity Standards;
- c) the specific benefits of supported activity and its likely legacy for your organisation and the wider Hub network;
- d) value for money.

A bursary can cover fees, travel and accommodation costs. All costs covered by the bursary will have to be confirmed with original receipts. A bursary cannot be used to pay towards any food or subsistence costs.

7. IF MY APPLICATION IS SUCCESSFUL, HOW DO I ACCESS BURSARY SUPPORT

If your application is successful you will receive an email from Film Hub London informing you of how much you have been awarded towards specific costs (up to 70% of the total cost of any fees –, up to 50% of the total cost of any travel and accommodation costs). You will also receive an Offer Letter for your bursary in the post. You will need to complete and sign this and return it to Film Hub London by post in order to formally accept your Bursary offer.

Following your successful attendance at your chosen course/event, you will be required to provide Film Hub London with:

- Evidence of attendance
- Valid receipts for relevant fees, travel and accommodation

This evidence can be submitted by email or by post.

You will also be required to submit a completed feedback form with a report. Please see below for more details.

8. REPORTING AND EVALUATION

Everyone is required to submit a feedback form with their claim for payment, including a report of up to 500 words. You will receive a template for this form from Film Hub London and it should be submitted by email.

We may publish this report in order to disseminate useful information and to promote best practice more widely. Reports will be published and shared anonymously unless you consent to the use of your name and organisation details for this express purpose.

9. ABOUT THE FILM AUDIENCE NETWORK

The Film Audience Network (FAN) was set up in 2012, using funds from the National Lottery to support a stronger and more connected approach to growing audiences for British and international film on the big screen.

FAN is made up of eight regional and national Film Hub Lead Organisations (FHLO) providing a comprehensive geographic reach across the UK with the aim of increasing the breadth and depth of film available to audiences.

FAN is central to the BFI's commitment in [BFI2033](#), its current ten year plan, to giving everyone, everywhere in the UK the opportunity to enjoy and learn from the richest and most diverse range of great British and international filmmaking, past, present and future.

The priorities for FAN under [BFI2033](#) are as follows:

- **Engaging Audiences** - maximising the number of audiences engaging with FAN Activity and increasing the quality and cultural depth of their experience
- **Broadening Film Choice** - increasing access to a wide range of independent British and international film for audiences – especially those outside central London
- **Diversity** - increasing the diversity of audiences engaging with FAN activity
- **Young Audiences** - boosting participation of 16-30 year olds in FAN activity
- **Screen Heritage** - facilitating greater access to archive content with a particular focus on national and regional collections
- **Skilled Workforce** - enhancing the quality of audience-facing activity, deepening knowledge and building capability in its membership

10. ABOUT FILM HUB LONDON

Led by Film London, Film Hub London is a collaborative network linking film exhibitors from all 33 London Boroughs with the common goal of ensuring cinema is accessible to as many people across the capital as possible.

Members are offered training, investment and support to help them host exciting events, spotlight non-mainstream films from across the world and engage with diverse new audiences across the city.

11. CONTACT

If you need more information about Film Hub London membership or if you require the Guidance in either large print or an accessible format please contact:

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Film London

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