

Regional Investment Fund England (RIFE) Lottery Awards

Guidelines for Applicants

Introduction

Please read our guidelines and the guide to completing the application form carefully before completing your application form. This will help to avoid you wasting time and help us to process your application effectively. You must use the official application form to apply for RIFE lottery funds

You can contact us if you have any questions at any stage regarding the application process. However, lottery regulations prevent us from providing advice on your proposed lottery funded project or content of your application form. Please do not interpret pre-application discussions with our staff as a promise that your application will be successful.

1 Summary

Who we are

Screen Yorkshire was set up in 2002 as the regional agency for film, broadcast and interactive media for Yorkshire and Humber. We distribute Regional Investment Fund for England (RIFE) lottery awards on behalf of the UK Film Council. RIFE funding aims to develop a long-term screen industry for the region.

Our strategic objectives are

- To invest in the long-term growth of our screen industries (film, broadcast, digital media and video games)
- To encourage and support innovation, diversity and competitiveness within our regional screen industries
- To promote inward investment and develop a unique profile for the region
- To develop audiences and their participation and understanding of film and the moving image
- To develop a skilled regional workforce

We will distribute approximately £230,000 from the RIFE Lottery Fund in 2008-2009.

We also support and provide funding for

- Business development
- Film, television, games and interactive media productions
- Training for film, television, games and interactive media

Please feel free to contact us (see section 10) so we can advise you on the most appropriate funding scheme for your proposed project. Please note – Screen Yorkshire cannot fund retrospectively for work that is already completed.

Our priorities

From March 2008/09 onwards our priorities for lottery awards are:

- Priority 1 Production – currently closed
- Priority 2 Development of people and organisations
- Priority 3 Audiences, programming & education
- Priority 4 Community and youth projects

In section 2, you will find more details about our priorities

Who can apply?

Lottery funds are most commonly allocated to organisations. Screen Yorkshire will consider applications from individuals in the following areas only:

Priority 1 - Production (currently closed)

Priority 2 - Development of skills and people

Normally awards are only available to organisations and individuals based in or working in Yorkshire and Humber. (See general conditions to the priorities)

Organisations should be registered as:

- **Limited companies**
- **Limited liability partnerships**
- **Charities**
- **Lead bodies for consortia with defined partnership agreements**
- **Public bodies – local authorities, schools, colleges, universities**
- **Legally constituted partnerships**
- **Other unincorporated bodies/ societies**

Please note:

Screen Yorkshire is keen to receive applications for projects from individuals and organisations, from or working with people from diverse social and ethnic backgrounds and from under-represented urban and rural areas.

Application and assessment process

You can make an application for RIFE lottery money at any time during the year.

Application deadlines for 2008 are listed below

- **31 May**
- **31 August**
- **30 November**
- **28 February**

(The first deadline for submission of applications and assessment for **Priority 1**: is **31 August 2008**).

Please note – it will take us at least 6 weeks to process your application. Your application must be made on our current RIFE application form.

We will assess your application against our assessment criteria – see section three.

If you would like any information or advice on completing your application form please contact our **Funding Officer** on 0113 294 4410 or email info@screenyorkshire.co.uk

Contact us

To apply for lottery funding, you must fill out a lottery application form. You can download the form from our website www.screenyorkshire.co.uk/funding .

If you have any problems downloading the document, please contact Sophie Matthewman on 0113 294 4410 or email sophie@screenyorkshire.co.uk

2. Priorities for lottery awards

Priority 1 - Production (currently closed)

Please note:

The first deadline for submission of applications and assessment for this scheme is 31 August 2008. Applications may be submitted before this date, but successful applicants will not be informed until mid October 2008. Thereafter, the usual quarterly deadline dates will apply.

Applications for this element cannot be fast tracked for assessment where the grant requested is less than £1,000.

Priority 2 - Development of skills and people

Screen Yorkshire aims to encourage the development of people and skills by offering RIFE funding to support training related activity.

Developing individual professional skills.

This element is intended for individuals and organisations who are not eligible for training awards granted through Screen Yorkshire's other training funds. Details of other training awards and assistance can be found on Screen Yorkshire's website www.screenyorkshire.co.uk/training

If you are working in film, video and digital production and you need to update your skills or want to learn new skills, you can apply for up to 70% of the cost of your training. You should contact Screen Yorkshire if you are unsure whether your area of activity qualifies for support.

Under this priority we can accept applications from organisations wishing to run film and media related training schemes / courses aimed at assisting in skills and learning development of non-industry and under represented groups in the community.

Examples include:

- A community group wanting to gain and develop skills for a production highlighting cultural diversity.
- A general training programme illustrating the use of film to educate the wider community about issues in a particular geographical location.

Organisations will need to have an established track record as a training provider or, in the case of a new organisation, have a core team with an established background in training.

Priority 3 - Audiences, programming and education

This fund aims to support and extend the provision, promotion and interpretation of specialist film culture in the region. Screen Yorkshire aims to extend access and opportunities for audiences to experience a diverse range of moving image culture. This priority is primarily aimed at cinemas, festivals, education consortia, archives and non-theatrical exhibition sector (mobile cinema and film societies), however other organisations with appropriate projects are also welcome to apply.

Investments are targeted at:

- Developing audiences (specific or general)
- Improving access and inclusion – engaging with audiences generally under-represented
- Increasing provision – activity undertaken in under-served localities
- Developing new programming activity extending choice and opportunity

- Education – developing media literacy in formal and informal education
- The exploitation of new technologies to increase exhibition provision
- Archive: the curation and exhibition of archive materials to develop appreciation of regional film heritage

Please note – Priority 3 is not available to individuals

Priority 4 - Community and youth projects

This priority supports projects involving young people and/ or under represented or excluded sectors of the community for filmmaking, documentaries, digital media and animation projects. Application for funding should offer access to learning opportunities and skills development, and raise the aspirations and creativity of participants. (Applicants seeking funding for training and development with no production element should apply under priority 2 element 1).

Applicants will need to demonstrate that professionals engaged in delivering the project offer relevant experience with regard to both filmmaking and the target groups involved.

Screen Yorkshire will prioritise projects demonstrating effective partnerships between organisations with specialist experience/ knowledge of target participants and organisations offering experience and skills in film making and mentoring. Where practicable Screen Yorkshire would welcome a project management function provided by a body or individual other than the film making professionals involved.

Please note that this fund is not available to projects co-funded by First Light or Media Box.

Projects will be assessed against Screen Yorkshire's priorities and the following will score highly in the assessment process.:

- demonstrating a commitment to the exhibition of resulting work, via touring, festival or other screenings
- working with groups with no history of access to media technology
- encouraging and celebrating the creative input of participants

Please note – priority 4 is not available to individuals.

General conditions

There are six general conditions that apply to all four priorities.

- Organisations and individuals should be based in or working in the Yorkshire and Humber region. The project must be undertaken in Yorkshire and Humber and use local resources.

- Under all priorities a minimum **30%** of your **total project costs** must come from funding sources other than lottery awards. In kind contributions can make up 10% or more of your total budget, provided that you have raised 20% of cash match funding (this does not need to be in place at the time of application) see section 12 for more information.
- Screen Yorkshire will not normally support capital investment programmes partially or wholly financed from the RIFE lottery fund. Projects including the investment in specialist software and where justified, hardware can be supported provided the contribution towards cost of such items from the RIFE lottery fund are not more than 10% of the overall grant. Examples of small-scale capital awards may include scriptwriting software and 3D animation software.
- Organisations in receipt of 'Grant-in-Aid' funding from Screen Yorkshire will be expected to show through their application how a lottery grant will both enhance and provide additional outcomes and outputs from the core 'Grant-in-Aid' funding.
- Projects involving children and young people will require the project leader to provide a copy of their Criminal Records Bureau (CRB) Advanced Disclosure Certificate and provide an undertaking that everyone involved with the project and in contact with the young people is CRB checked.
- Screen Yorkshire cannot support applications for projects that are part of a students accredited course/ assignment work.

3 How much can I apply for?

Priority 1: Currently closed

Priority 2: Up to £2,000

Priority 3: Minimum £500 to a maximum of £20,000

Priority 4: Minimum £500 to a maximum of £5,000

4 Assessment criteria

We assess your application against the following criteria to decide whether your application will be successful:

- Your project must benefit the general public and contribute towards Screen Yorkshire's strategic objectives (see Section 1)
- Your project must be of the highest creative and commercial quality
- Your project must provide opportunities for people from culturally, socially and geographically diverse communities and improve access to film and moving image activity
- Your project must be financially viable, represent value for money and will attract a suitable level of partnership funding

- Your organisation must have the ability to manage the project effectively. Whilst a proven track record will help, it is not a requirement
- You must show that a lottery award is adding value, i.e. that the outcomes / benefits of the project will have been achieved as a direct result of the contribution of the lottery funds

Your application and supporting documents must show how you have addressed these criteria. Projects awarded low scores will not be funded.

For further information on filling out your application form, please refer to our guide to completing the application form.

5 How to apply

To make an application:

You must fill out the current RIFE lottery application form, which is available at www.screenyorkshire.co.uk/funding . We will not consider documents supporting your application without an application form.

You must send us two paper copies of your completed application form, signed by two authorised officers in the case of limited liability, public sector or un-incorporated bodies. Individuals only need to provide one signature.

We cannot accept applications on disk, by email or by fax.

Please make sure you fill out all sections of the application form. We recommend that you look at our guide to completing the application form.

Supporting your application

Supporting documents help us assess your application. When you are applying for a lottery award you should provide sufficient evidence that your project can fulfil as many of the assessment criteria (see Section 4 above) as possible. For all applications apart from individual training applications under priority 2 you must submit a detailed project budget, cashflow and project schedule showing key milestones. For individual training awards (priority 2) you must send us a full and up to date CV.

For examples of other kinds of documents we need, please refer to our guide to completing the application form.

When can I apply?

You can apply for RIFE lottery money at any time during the year. We will assess your application after each of the following dates:

- 31 May
- 31 August

- 30 November
- 28 February

Please note – applications for awards (excluding priority 1) up to £1,000 can be assessed at any time.

6. How we deal with your application

We will acknowledge your application and tell you when the lottery funding committee will meet to consider your application.

We will check your application is complete and if the project falls within one of the four priorities for lottery funding.

If your application is not complete, we will let you know what other information we may need, within 3 working days following the deadline. You will have 14 days to respond to this request, before your application will be returned and withdrawn from the current assessment round.

There is a step-by-step guide to our assessment process (see also the diagrams at the end of this document)

Screen Yorkshire staff and where appropriate an independent assessor will assess your application and supporting documents.

We make a recommendation to our Lottery Funding Committee or if your application is up to £1,000, to our internal assessment group.

If your application is successful, we send you an offer letter and conditions of award, within 5 working days of the panel meeting.

We send money to you as specified in the conditions of your award by bank account transfer.

7. Assessment process

There are two assessment processes:

Standard Assessment (for awards over £1,000)

We evaluate and assess your project. We may appoint an external assessor to help us with the assessment process. We then present your project to our lottery funding committee who decides whether to support your application. Our Committee is made up of Board Members, Chief Executive, Head of Finance and Funding and HR Officer. Our Committee meets every 3 months to consider applications received up to the closing quarterly deadline – see Section 6.

Fast track (for awards up to £1,000 excluding priority one)

We evaluate and assess your project within six weeks. We present our evaluation and assessment to our Chief Executive and Head of Finance and Funding and HR Officer who decide whether to support your application.

If your application is successful

We will send you an offer letter, an acceptance of offer, standard conditions of an award and a document stating the specific conditions of your award including an outline schedule of payments.

You should sign the acceptance of offer document and return it to us with the other documents requested in the specific conditions.

You must not make major changes to your project without our written permission. If you make major changes, we may withdraw or reduce our funding.

Major changes could include things such as changes to the administration of the project, the people involved or the budget.

Our offer will remain open for 6 months, which we review bi-monthly. If you have any questions about your offer, please contact the Funding and HR Officer – see Section 12.

We aim to publicise all awards. We announce them through the media or other means and list them in our Annual Report. If you decide to make a media announcement, please liaise with our Marketing and Communications Officer: rachel@screenyorkshire.co.uk

You should credit Screen Yorkshire on any film, video, website or other related promotional materials, by using the Screen Yorkshire logo, UK Film Council Lottery funded logo, Yorkshire Forward Logo and European Stars logo. You should also include a reference to the Regional Investment Fund for England (RIFE). Please obtain the appropriate logos from our Marketing and Communications Officer: rachel@screenyorkshire.co.uk

7. Rejections and complaints/ appeals

Your project will be rejected if:

- It is outside Screen Yorkshires RIFE lottery priorities
- It does not adequately fulfil Screen Yorkshire's RIFE lottery priorities
- It does not score highly against the assessment criteria
- There are insufficient lottery funds to make the award

You can appeal against a rejection, if you believe that we did not carry out the procedure for assessing your project as detailed in our guidelines. If you have been unsuccessful, you can contact us to receive a copy of the appeals

procedure or download a copy from Screen Yorkshire's website:
www.screenyorkshire.co.uk

Screen Yorkshire also has a complaints procedure for issues that do not directly relate to the lottery process. If you wish to make a complaint you can contact us to receive a copy of the complaints procedure or download a copy from Screen Yorkshire's website: www.screenyorkshire.co.uk

8. Monitoring and evaluation

We will monitor your project to make sure it develops in line with your application and our funding agreement. You must provide regular reports as your project progresses. Your offer letter will state when we need these, as they are usually linked to payment instalments.

Please note - we will monitor funded projects to an agreed standard. We reserve the right to directly monitor a project as a condition of support and as part of the project award.

We regularly evaluate completed projects to see if you have achieved your aims and delivered the benefits outlined in your application. Our evaluation will help you and us to measure the success of your project and see how it could be improved.

9. Partnership funding and financial information

This section refers to Section 4 on your application form.

Partnership funding will probably form an important financial part of your application. This includes in-kind support and services. Partnership funding gives us a good idea about the benefits your project will bring to the region. In-kind contributions can make up 10% or more of your total budget, provided that you have raised 20% of cash match funding.

Examples of in-kind contributions might include using a venue free of charge, someone giving time to your project without being paid, reasonable costing for the use of equipment or reasonable costing for your own time on the project.

Match funding does not need to be in place at time of application.

Please note – matched/ partnership funding cannot come from other UK Film Council lottery schemes. Secured funds from other national lottery distributors however, can form part of your overall project budget.

10. Contact us

If you have any questions about the application process, please contact the Funding and HR Officer:

Tel: 0113 294 4410

Email: info@screenyorkshire.co.uk

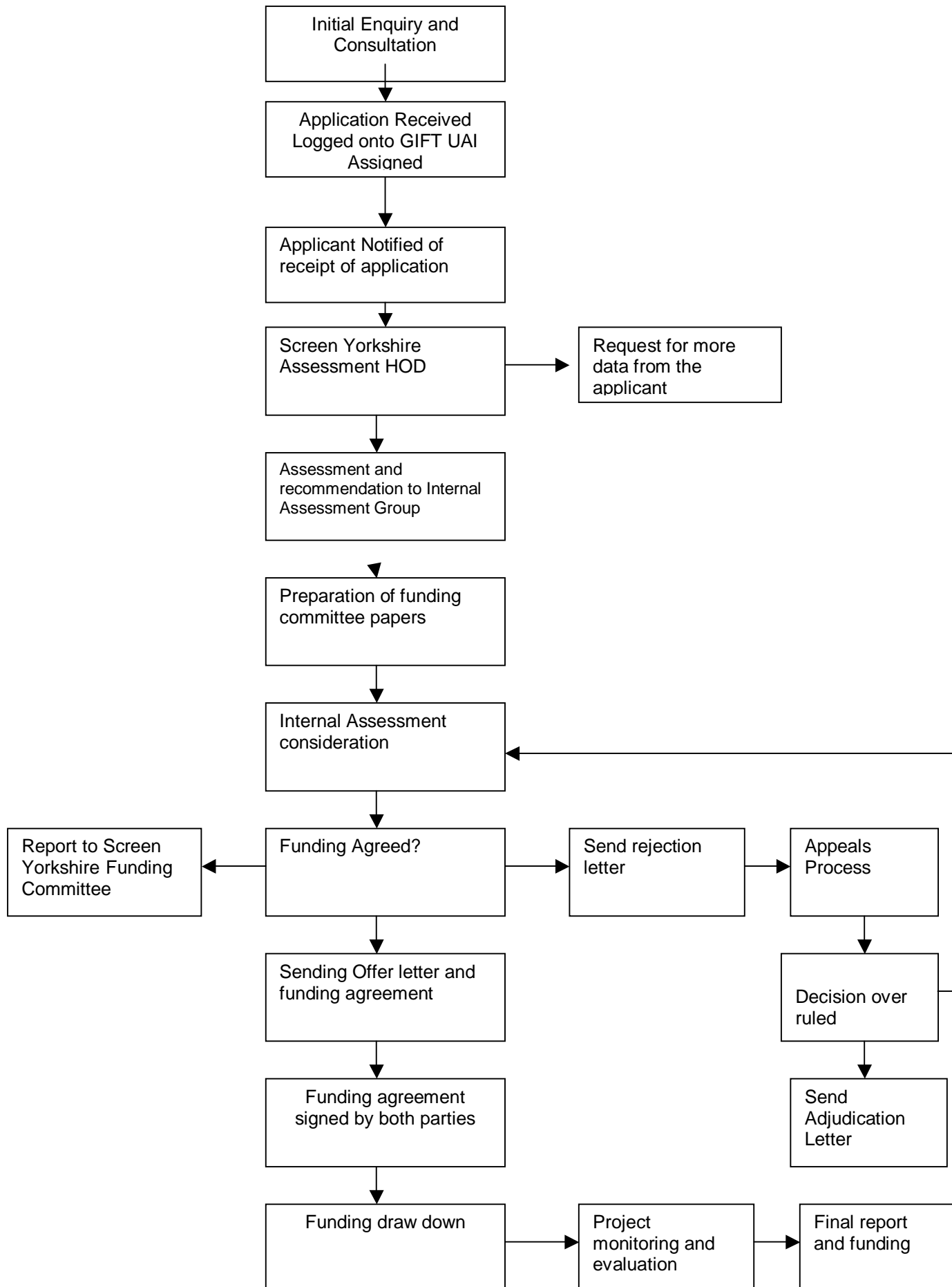
Return your completed application forms to:

Funding and HR Officer
Screen Yorkshire
Studio 22
46 The Calls
Leeds
LS2 7EY

Screen Yorkshire

Lottery Funding Decision Making Process

Awards under £1000.00



Screen Yorkshire
 Lottery Funding Decision Making Process
 Awards over £1000.00

