

HORIZONS

GUIDELINES

2019



THE NATIONAL LOTTERY



NETWORK

DELIVERED BY

film

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INTRODUCTION

Ffilm Cymru is the development agency for Welsh film, and is a national delivery partner of BFI NETWORK, which brings together film agencies from across the UK to discover, develop and fund new and emerging writers, directors and producers. Our BFI NETWORK Wales activity is orientated around supporting filmmakers at this level born or based in Wales.

Unique to BFI NETWORK Wales, the Horizons Fund identifies outstanding Wales born or based filmmakers and offers tailored support to nurture their feature film projects and/or professional career development. We award around 8 individuals or feature film projects per year. We are looking for candidates who have reached a pivotal point in their professional development, and need a stepping stone to take their feature project or career to the next level.

Ffilm Cymru is committed to advancing a diverse and sustainable film sector that works for everyone across Wales; placing equality, diversity and inclusion at the heart of what we do. We champion entrepreneurialism and promote the BS8909 Standard, which supports an environmentally-friendly film industry.

WHO CAN APPLY?

You can apply for Horizons funding towards career development if:

1. You are a writer, director or producer born or based in Wales;
2. You are over the age of 18 and not in full-time education;
3. You have not yet been the lead writer, director or producer on a completed feature film with a budget of over £1 million;
4. You are an emerging (rather than new) writer, director or producer, with a track record in film or other art forms (e.g. TV, theatre, novel-writing, radio, music, art).

You can apply for Horizons funding towards a project if you fulfil 2-4 of the above criteria and if:

5. The writer, director or producer on the project is born or based in Wales and/or your project has significant Welsh cultural value;
6. You are the current lead on the project and own, have secured or have received a quote for any underlying rights to develop the project (e.g. a novel that you are adapting).

For example, applicants might:

- Have developed features which have not yet gone into production;
- Have had a feature film produced which was self- or privately funded at a budget of under £1 million;
- Have a feature film credit but in a different role or as co-writer, co-director or co-producer rather than leading on the project;
- Be aiming to re-launch themselves in the industry after a career break;
- Have achieved success in another art form but not yet have attracted support from within the film industry.

WHAT FUNDING CAN I APPLY FOR?

Horizons exists to support career development OR the development of:

- Single live action, documentary or animation feature films;
- Ambitious and original films which are unlikely to be fully financed by the commercial sector and/or;
- Films which cater to under-represented audiences in imaginative and authentic ways;
- Films which are capable of qualifying as British;
- Films which are capable of obtaining a BBFC certificate which is no more restrictive than a UK '18'.

The Horizons Fund is unique in its flexible approach – it is about providing the best support for you and/or your project, addressing what is needed to progress your feature film or your filmmaking career to the next stage.

Here are some examples of how the Horizons Fund can help. This list is not exhaustive and you are welcome to discuss or suggest other potential costs:

- Script development costs e.g. paying for Script Editor or Writers' fees
- Training to upskill Directors, Writers or Producers
- Mentorship
- Costs to shoot teaser footage, proof of concept short or mood reels
- Market, festival or talent lab attendance and/or travel that is NOT eligible for support through the British Council Labs Travel Grant scheme. (*We encourage applicants to also consider other sources such e.g. Welsh Broadcasting Trust, Wales Arts International and Government trade support.*)
- Enlisting services of below-the-line crew, e.g. Casting Director, Line Producer, Director of Photography, Editor
- Marketing & Publicity
- Sales or distribution strategies
- Consultancy fees
- Workshopping with actors
- Script reading services
- Transmedia, multi-platform, cross-arts expertise, IP & Assets management

HOW MUCH CAN I APPLY FOR?

We have £40,000 per year to distribute through the Horizons Fund; usually we make between 6 and 10 awards in total to individuals and projects.

- You can apply for up to a maximum of £6,000 towards career development
- You can apply for up to a maximum of £10,000 towards a single film project

Please be aware that due to the competitive nature of the fund, we occasionally make offers of awards that are less than the amount requested.

HOW DO I APPLY?

In order to make an application for our funding, you will need to download the relevant application form from our website.

Please complete the [Career Development](#) form if you are applying for support to develop your career (e.g. a lab or course, or to enlist the services of a mentor).

If you are applying for support towards a specific feature project or proof of concept for a feature film, please use the [Project](#) form.

The application form takes you through a series of questions about you or your project, which will allow us to better understand how you will benefit from Horizons funding. We receive far more applications than we can support, so please ensure that you have communicated your rationale for receiving funding clearly within your application form.

Along with your completed application form, you will be required to submit supporting documentation such as:

- CVs for the applicant(s) and project team
- Examples of previous work
- Script or treatment

Your application is not considered complete until all requested items have been delivered.

Supporting documentation is best delivered as one online storage link (e.g. Dropbox or Google Drive), indicated within the appropriate box on the application form.

Ffilm Cymru are not obliged to read or consider documentation in relation to incomplete or non-qualifying applications, or any unsolicited documentation.

Before submitting, we encourage you to sign up for one of our [monthly talent surgeries](#) to discuss your application:

Applications are considered on a rolling basis and should be submitted to network@ffilmcymruwales.com.

FUNDING REQUEST

Please bear in mind the following when completing your application:

- We will fund up to 100% of your costs up to a maximum amount of £6,000 towards career development, or £10,000 towards a single film project.
- Horizons 'project' funding is repayable on first day of principal photography or out of the net profits for the film if the project has already been through principal photography at the point of applying. If you intend to make a very low-budget feature film then you should ensure that the overall development costs are not disproportionate to the budget of the film.
- You may seek finance from other funding bodies or financiers.
- Ffilm Cymru cannot grant funding retrospectively (i.e. for costs that have already been incurred or for activity that has already taken place).
- All line items should be reasonable. We cannot support, for example, first-class travel or accommodation. You should however ensure that all project workers receive at least a living wage for their time, unless a partner organisation has offered you staff resource as an in-kind contribution.

- Please provide as much detail as possible on the breakdown of your proposed budget. Whilst we understand that the budget may be indicative at this stage, it is important for us to know that you have thought through the feasibility of the project.
- You do not need to allocate figures against every line item in the template budget. These are provided as an indication of the costs that you can apply for.
- Ordinarily we will expect to see elements of partnership funding as cash and/or in-kind contribution.

CONTACT DETAILS

If you have any questions prior to submitting an application, please contact:

- Alice Whittemore, BFI NETWORK Wales Manager, alice@ffilmcymruwales.com
- Gwenfair Hawkins, Development Executive, gwenfair@ffilmcymruwales.com

If you would like to be informed about future Ffilm Cymru funding schemes, training events and other opportunities, please sign up to our [mailing list](#) via our website.

WHAT HAPPENS ONCE I'VE SUBMITTED MY APPLICATION?

You will receive a confirmation email within one week of the application deadline. The email will provide you with a reference number and a link to our diversity monitoring form. Each member of your project team must complete the form before your application can be assessed. There is a prefer not to say option for all questions.

If your application is incomplete or not eligible, then we will inform you that your application has not progressed to the assessment stage. If your application is incomplete due to errors, then we will provide you with a timeframe to correct any errors before the application proceeds to assessment stage. We may request further information or materials from you.

If your application is complete and eligible for funding, according to the criteria above, then it will proceed to the assessment stage.

ASSESSMENT

Applications are assessed by a panel of at-least 3 members of the Ffilm Cymru Development, Production & Skills department, including the BFI NETWORK Wales Manager. External assessors may be used depending on the nature and overall number of applications received.

All **career development** applications will be assessed on the following criteria:

- The abilities and potential of the filmmaker(s) as demonstrated by their previous work and creative vision;
- The clarity and achievability of the plan presented as well as the likely impact on the filmmaker(s) career and/or on the progressions of their projects toward production.

All project applications will be assessed against the above criteria and:

- The project's Welsh value on-screen, behind-the-camera and/or for audiences;
- The strengths of the filmmaking team;
- The creative strengths of the project;
- The feasibility of the project: whether your estimated budget level and financing suggestions are reasonable and appropriate for this project;
- The project's potential and the team's commitment to advancing our [Equality, Diversity and Inclusion Action Plan](#);
- The project's suitability for National Lottery support (see Appendix 1);
- The overall balance of our investments.

The assessment process will also consider how the applicant(s) have managed any previous Ffilm Cymru funding.

Applicants will be notified of whether they have been selected for Horizons funding within 8 weeks of receipt of their application.

FEEDBACK

If your application is unsuccessful, Ffilm Cymru may provide brief feedback on request. There is no obligation for the applicant to act upon the feedback, nor is application of said feedback a guarantee of funding in the future.

If you have any feedback or would like to make a complaint, please follow the process that we have outlined [on our website](#).

RESUBMISSION

Resubmissions of previously rejected applications cannot be made without prior Ffilm Cymru approval. Resubmissions should show substantive changes: for example, a significant rewrite or change of producer.

If you meet this criteria and submit a new application for funding towards the same project, you must clearly identify the revised elements of the project within the application.

WHAT HAPPENS IF I'M AWARDED FUNDING?

If your application is successful, you will first be sent a formal offer of funding letter. Ffilm Cymru reserves the right to offer you less than the requested amount or to alter the allocation of our funding by line item in consultation with you.

Ffilm Cymru does not just provide financial support, we also assist with the creative and commercial development of talent and projects. As such, we require delivery of key elements such as draft scripts and agreements and will often provide editorial notes and advice as means of support. You should allow 4 weeks from delivery of any element to us for the executive in charge of your project to provide notes and feedback before you commence the next part of the work.

OFFER LETTER

Your award will be offered in instalments set against commencement and delivery of specific objectives.

Your offer letter will detail these instalments as well as a timeline for delivery against them. It is your responsibility to ensure these dates are met.

Your award will usually be withdrawn after 6 months if drawdown has not commenced within that period.

FUNDING AGREEMENT

Once your offer letter has been fully executed, you will be required to enter into a long-form agreement with Ffilm Cymru that sets out the full terms and conditions of our Horizons funding.

These conditions will include but are not limited to the following:

- Provision of your Company Memorandum and Article of Association, if applicable;
- Provision of bank account details for your company or in the name of the project, rather than a personal bank account;
- Provision of any necessary insurance documentation required to deliver the project;
- Written confirmation of any partnership finance or in-kind contribution (if applicable);
- Appropriate crediting to BFI NETWORK Wales including Ffilm Cymru and National Lottery logos;
- Ffilm Cymru approvals over key elements of the project including all chain of title or clearance documents and sources and amounts of other funding;
- Disclosure of all documentation already in place in relation to the project and all historical costs incurred to date;
- Delivery of any invoices evidencing spend as contracted (if applicable);
- Repayment terms for 'project' awards;
- Standard Termination provisions.

WHAT HAPPENS AFTER MY AWARD IS COMPLETED?

When work has completed, as supported by your award, you should have a discussion with the BFI NETWORK Wales Manager about next steps. This might include identifying the need for further career development or project development. In this case we can discuss additional funding opportunities that might be available to you at Ffilm Cymru and beyond as well as the steps that you may need to take independently.

FFILM CYMRU LOTTERY FUNDING GENERAL CONDITIONS

1. The information in these guidelines can change. The law and Government regulations on distributing National Lottery funds may also change. Ffilm Cymru 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 Ffilm Cymru uses to decide what applications to fund. Ffilm Cymru can ask applicants for extra information.
3. All applications are made at the applicant's own risk. Ffilm Cymru will not be liable for loss, damage or costs arising directly or indirectly from:
 - the application process;
 - Ffilm Cymru's decision to provide or not provide an award to an applicant; or
 - dealing with the application
4. Please check your application form carefully. Ffilm Cymru will not process applications which are incomplete or that do not comply with these guidelines.
5. Ffilm Cymru's decisions on applications are final.
6. Ffilm Cymru will not pay any funding until it has received a fully executed copy of the long-form funding agreement and any conditions precedent to the agreement that have been satisfied or waived by Ffilm Cymru.
7. Ffilm Cymru will publicise information on the number of applications it has received, 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 in relation to applications to Ffilm Cymru's National Lottery funding programmes or schemes. Therefore, if you choose to apply to Ffilm Cymru 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. All information provided to Ffilm Cymru will be treated in accordance with the Data Protection Act 2018. The information you provide will be used to assess your project, to fulfil a funding contract with Ffilm Cymru, to report to our stakeholders and/or to comply with broader law. You have a right to ask for a copy of the information held by Ffilm Cymru in its records. You also have the right to require Ffilm Cymru to correct any inaccuracies in your information. You can review our Privacy policy [here](#).
10. All sensitive personal information provided to Ffilm Cymru, for example, diversity monitoring forms, will be held in anonymous format on a computer for two years and may be used for statistical purposes thereafter.
11. Ffilm Cymru have the right to withhold or reclaim an award if the application was filled in dishonestly or with incorrect or misleading information about the organisation or the project whether deliberately or accidentally; and/or if the award recipient acts dishonestly or negligently to the disadvantage of the project. Ffilm Cymru will follow up cases of suspected fraud and will pass information to the police.
12. Ffilm Cymru requires that any measures taken by applicants to address underrepresentation are fully in compliance with the Equality Act 2010.
13. Formal appeals against the final decision on a funding application will not be considered unless the applicant has good cause to believe that the procedures for processing the application were not adhered to or applied in such a way as to prejudice the outcome of the application. A copy of our Feedback & Complaints Procedure can be found on our website.
14. Conflicts of interest must be declared by applicants within their application- if for example a member of Ffilm Cymru staff is involved in a company or one of its projects then Ffilm Cymru must be notified.
15. Ffilm Cymru requires all its partners and award recipients to increase the visibility of the National Lottery by promoting and displaying the National Lottery logo along with Ffilm Cymru's logos and by agreed verbal and written acknowledgement.

APPENDIX 1

The National Lottery Act 1993 (Amended 1998) outlines key criteria to be taken into account when considering applications for funding. Ffilm Cymru Wales interprets these as follows:

ARTISTIC QUALITY

Ffilm Cymru seeks to support original and dramatic filmmaking.

PUBLIC BENEFIT

This may be achieved by diversifying the range of cinematic material provided; profiling new talent or increasing the representation of previously under-represented communities for example.

NEW DEVELOPMENTS

Lottery funds are not permitted to be substitutional. That is, they should not replace alternative sources of funding available to a given project. Instead, they may be used to lever additional investment in projects. Our funding can be used in partnership with other Lottery funders, subject to compliance with State Aid de minimis caps .

FINANCIAL VIABILITY

We will take into consideration the financial viability of the project and the compatibility of the various financial components with Lottery funding terms. Applications will need to be appropriately budgeted for the project's target audience and eventual market.

PARTNERSHIP FUNDING

Applicants will need to show written confirmation of partnership finance and details of terms and conditions. Production funding is unlikely to be offered unless an element of partnership funding is already in place.

CLEAR DEMAND

Ffilm Cymru seeks to support film projects that demonstrate a likelihood of gaining distribution. Projects that seem unlikely to get distribution are unlikely to be of benefit to the public and would therefore fail against Lottery funding criteria. Ffilm Cymru aims to support a broad range of film genres and budgets but in all cases projects should be appropriately budgeted to reflect their likely audience potential. Applicants will be expected to include sales figures, supplied by an established sales agency and / or evidence of interest from a UK Distributor.

EFFECTIVE MANAGEMENT

Ffilm Cymru is accountable for the expenditure of public funds and must therefore satisfy itself that the applicant is likely to deliver on budget and schedule and use the funds for the purpose intended.



UNIT 6

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