



THE  
NATIONAL  
LOTTERY®



NETWORK

DELIVERED BY

*film*  
CYMRU WALES

# BEACONS FUND GUIDELINES 2019

# INTRODUCTION

Ffilm Cymru is the development agency for Welsh film, and is a national delivery partner of BFI NETWORK, which through National Lottery funding 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.

Beacons shines a light on outstanding Wales born or based filmmakers, helping them to make cinematic shorts which will advance their feature film ambitions. We make between 6 and 10 short film awards each year with awards of between £5,000 and £15,000 to each project.

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. For more details please refer to Appendix 2 & 3 of these Guidelines.

# DEADLINE

17:30 on Monday 30th September 2019.

# WHO CAN APPLY?

You can apply for Beacons funding if:

- You are developing a short film primarily intended for the big screen/theatrical audiences. It can be animation, documentary, live-action or any combination of the three;
- There is a writer and director on your project but not necessarily a producer, though this is encouraged;
- The director or writer/director on the project is born or based in Wales;
- You and your team have ambitions to work in feature film. Though your short may not relate to directly to a feature idea, it should show a strategic approach to your progression as a filmmaker;
- The writer, director and producer on the project are over the age of 18 and not in full-time education;
- The writer, director and producer on the project have not yet been the lead writer, director or producer on a completed feature film unless it was self-financed;
- The writer, director and producer on the project have made at least one short film which was exhibited or broadcast publicly and/ or have a track record in creative leadership roles in a related medium;
- 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);
- Your project can qualify as British through Schedule 1 to the Films Act 1985 (Cultural Test), one of the UK's official co-production treaties OR the European Convention on Co-production (see here);
- Your project is achievable on a budget of between £5,000 - £15,000, unless partnership funding has already been indicated.

For example, applicants might:

- Have made short films without a budget or in a genre different to that of their desired first feature;
- Have achieved success in another art form but not yet have attracted support from within the film industry.
- 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.

Filmmakers who have had a feature film produced with a budget of £1 million or over should refer instead to our development and production funding.

Your project may be made in English, Welsh or bi-lingual and may also include a minority language that reflects the cultural diversity of Wales and the rest of the UK.

## HOW DO I APPLY?

In order to make an application for Beacons funding you will need to download the application form from our website and submit to [network@ffilmcymruwales.com](mailto:network@ffilmcymruwales.com) by the deadline indicated at the top of these guidelines.

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

You may submit the personal statement required within the application form as a video link.

Along with your completed application form, you will be required to submit the following supporting documentation (supplied as an online storage link if possible):

- A completed short film screenplay (15 mins maximum) in standard industry format submitted as PDF or Word doc.
- Pitches, treatments and outlines are NOT eligible for this scheme, however animations may submit a storyboard in place of a script and documentaries may submit a 'scriptment', outlining what is anticipated from story and characters.
- A CV and/or short biography for each member of the core team, i.e. writer, director, producer.
- Relevant examples of previous work for the director. The Director should create a profile on the BFI NETWORK website and upload an example of work which best supports the application and demonstrates the director's abilities.
- If you wish to provide more than one example, please include links in the application form to Vimeo, YouTube or a similar viewing platform. Remember to include passwords where necessary – any faulty or incomplete links will not be viewed. All examples should be full length – no montages or showreels and no DVDs accepted, unless by prior agreement with the BFI NETWORK Wales Manager.
- Copies of any existing underlying rights agreements or financing agreements relating to the project. For example, option agreements if the work is an adaptation or an offer of funding from another financier or evidence of in kind support.

- Diversity monitoring forms for each writer, director and lead producer working on the project. You will receive a link to complete this after applying.

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

You can also provide other supporting materials such as mood reels or concept art.

## FUNDING REQUEST

- We will fund up to 100% of your costs up to a maximum amount of £15,000 per project.
- You may seek finance from other funding bodies or financiers but will have to deliver the completed project within a year of commissioning.
- 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.
- All cast and crew must be paid at least the national living wage UNLESS a partner organisation has offered you staff resource in-kind. Unpaid work experience is not allowed unless applied to those in full-time education OR strictly relating to shadowing rather than work tasks.
- You will need to include production insurance, any likely clearances and option agreements, festival submissions, and the delivery of your film (requirements detailed in DELIVERY MATERIALS section below) in your indicative budget.
- 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.
- Access costs: If any members of your cast or crew have personal access needs that will incur a cost during the production of your short film, you can include these costs in your request to us, which will not count towards the £15,000 maximum award amount. We define such needs as specific support required by people who are disabled or have a physical or mental health condition, which will result in an actual cash cost to your production budget.

## CONTACT DETAILS

If you have any queries or would like to discuss any aspect of your application, please contact:

**Jude Lister**

BFI NETWORK Wales Manager

[jude@ffilmcymruwales.com](mailto:jude@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 here](#).

# 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 Production team, including the BFI NETWORK Wales Manager. External assessors may be used depending on the nature and overall number of applications received.

We will use the following criteria to inform our assessment:

- The abilities and potential of the team as demonstrated by the previous work and strategy communicated in the application;
- The creative merit and originality of the proposed project;
- The viability of the proposed project in terms of budget, timescale and other considerations;
- The benefit of the proposed project to the filmmakers' careers;
- The project's Welsh value on-screen, behind-the-camera and/or for audiences;
- The balance of the shortlisted films and the total Beacons slate in relation to genre/medium, content, geographic spread, and the diversity of the filmmakers;
- The project's suitability for National Lottery support (see Appendix 1);

Projects including a writer, director or lead producer from an under-represented ethnicity, living with disability (physical or mental), or from a lower socio-economic background will be prioritised. For more information on Ffilm Cymru's commitment to levelling the playing field in film, please read our EDI Action Plan.

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

Following assessment, a shortlist will be prepared. Shortlisted applicants will be invited for interview. At this stage, the team may be asked to provide additional materials in advance of the interview. Following the interview, selection of projects will be made by Ffilm Cymru in consultation with any partners of the scheme. We may fund further development of projects before final confirmation of a production award.

# FEEDBACK

Shortlisted applicants will be offered feedback but we receive too many applications for Beacons to be able to offer feedback to everyone who applies. We recommend you book into one of our monthly talent surgeries with the BFI NETWORK Wales team, who can offer strategic career advice and information on future funding opportunities.

# 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 amount requested in the application, 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 2 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 may 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 Beacons 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 shooting script and schedule, HODs, cast, production budget including sources and amounts of other funding;
- Standard Termination provisions.

# DELIVERY MATERIALS

- 1 Pro Res 4444 Quicktime mezzanine file (supplied as hard copy DCP).
- 1 H264 .mov or .mp4 file.
- Blu-Ray & DVD copies
- Hard of Hearing ("HOH") subtitle files for all formats/platforms.
- Audio Description ("AD") tracks for all formats/platforms.
- Selection of publicity stills
- Publicity materials incl. production notes, cast & crew biogs, dialogue list, music cue sheet.
- Production overview incl. monitoring data for all above and below-the-line crew (collected anonymously via SurveyMonkey) and details of Welsh spend.
- EDI plan detailing how your production has sought to engage with equality, diversity and inclusion principles (see Appendix 2).
- Carbon calculation (see Appendix 3).

# WHAT HAPPENS ONCE THE FILM IS MADE?

Previous Beacons shorts have travelled to international film festivals and may be profiled on the BFI NETWORK site.

Please also be aware that previous funding partners on the scheme have been broadcasters and therefore may have exclusive right to broadcast the film after an initial "theatrical" period (usually 9 months). This will be subject to the terms of contract.

# 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 AVAILABILITY

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.

# APPENDIX 2

## EQUALITY, DIVERSITY AND INCLUSION

Ffilm Cymru Wales is committed to advancing a sustainable film sector and film culture that works for everyone across Wales.

In line with the BFI Diversity Standards, Ffilm Cymru have an Equality, Diversity and Inclusion Action Plan to guide both our own activities and those in receipt of our funding.

In addition to complying with the Equality Act 2010, we have identified the following seven characteristics as areas of focus for 2019:

Gender, Sexuality, Age, Disability, Race & Ethnicity, Socio-economic status, Welsh Language.

We are asking all of our funding recipients to consider how they can help to tackle underrepresentation in the sector by developing an EDI plan focusing on one or more of the above seven characteristics.

We request all awarded productions to collect anonymous EDI data from crew on completion of principal photography.

# APPENDIX 3

## ENVIRONMENTAL SUSTAINABILITY

Ffilm Cymru promotes the BS8909 Standard, a film-specific sustainability management system which has been designed to help the film industry run its business in a more environmentally-friendly way.

We want to ensure that teams have the tools they need to understand the impact of their production on the environment, including the carbon emissions generated and their contribution to climate change.

Productions should follow these core principles:

- Seek to reduce the negative environmental impact of production wherever possible
- Share and embed sustainable values and behaviour with cast, crew and their supply chain
- Promote sustainable production to colleagues within production and across the wider industry.

All productions in receipt of BFI Short Film funding are required to complete a carbon prediction in pre-production and a final calculation once post-production is complete.

Teams should consult BAFTA albert for advice and resources, using the following links:

Set up a carbon calculator: <https://wearealbert.org/production-handbook/production-tools/>

Free training: <https://wearealbert.org/about/free-training/>

Online resources: <https://wearealbert.org/production-handbook/>



THE  
NATIONAL  
LOTTERY®



NETWORK

DELIVERED BY

ffilm  
CYMRU WALES

[WWW.FFILMCYMRUWALES.COM](http://WWW.FFILMCYMRUWALES.COM)

TRAMSHED TECH  
UNIT 6  
PENDYRIS STREET  
CARDIFF  
CF11 6BH



Cyngor Celfyddydau Cymru  
Arts Council of Wales

ARIENNIR GAN  
Y LOTERI  
LOTTERY FUNDED



Noddir gan  
Lywodraeth Cymru  
Sponsored by  
Welsh Government