Ffilm Cymru at DocFest

Guidelines

Introduction:

Ffilm Cymru and BFI NETWORK Wales are seeking to support new & emerging directors and producers to progress towards a career in documentary feature filmmaking. We are offering the opportunity for 5 individuals to attend the 2021 virtual edition of Sheffield DocFest as part of a Ffilm Cymru delegation, in order to benefit from professional development and networking.

Selected delegates will receive special mentorship passes, including tailored guidance on how to navigate and take full advantage of the virtual festival programme. Passes will give access to all festival events including film screenings, talks and sessions. Delegate profiles will be featured on the Sheffield DocFest delegations webpage.

Eligibility Criteria:

You must:

* Be born and/or based in Wales, over the age of 18, and not in full-time education;
* Have had a creative lead role on at least one piece of screen work that was exhibited or broadcast publicly, either in documentary, factual or a related field (e.g. fiction film, visual art, commercials/promos, photography);
* Have ambitions to direct or produce a documentary feature film intended for festival/theatrical release;
* Not yet have been lead director or producer on a completed feature film of over 60 minutes in length that achieved festival/theatrical release.

Assessment Criteria:

* The potential of the applicant, as demonstrated by their experience and ambition;
* The likely benefit of DocFest attendance for the applicant’s career development in documentary feature filmmaking (please note that we will prioritise those who have not yet had the opportunity to attend the festival);
* The overall group of individuals supported, considering equality, diversity and inclusion.

Delegate Agreement:

Selected individuals will enter into a Delegate Agreement with Ffilm Cymru outlining the terms and conditions, to include drafting a plan prior to the festival as well as completion of a post-festival report.

Please see Ffilm Cymru’s standard terms in appendix to this application form.

Timeline:

* Thursday 13th May 2021 at 3pm – application deadline
* Monday 17th May 2021 - applicants informed of selection result
* Friday 4th to Sunday 13th June – DocFest attendance

Ffilm Cymru at DocFest

Application Form

*Please contact us if you have any specific access or communication requirements in order to apply:*

*JUDE LISTER | BFI NETWORK Wales Manager | jude@ffilmcymruwales.com*

*GWENFAIR HAWKINS | Development Executive | gwenfair@ffilmcymruwales.com*

*You can also reach us by phone at 07904 265567*

**Please email your application form along with a CV to** **network@ffilmcymruwales.com** **by the application deadline, Thursday 13th May 2021 at 3pm**

## **The Applicant**

|  |  |
| --- | --- |
| Name |  |
| Role (i.e. Producer, Director) |  |
| Email Address |  |
| Name of Company, if applicable |  |
| Address, including Postcode |  |
| *If your address is not in Wales, please confirm that you were born in Wales* |  |
| Telephone Number |  |
| Website, if applicable |  |
| Have you attended DocFest before?*We will prioritise those attending for the first time* |  |
| Have you previously made any funding applications to Ffilm Cymru or BFI NETWORK? *Please specify*  |  |
| Do you have any access or communications requirements in order to attend online events? *For example BSL interpreter* |  |

## **Personal Statement**

|  |
| --- |
| Please include:  * Any previous experience in documentary or another creative field (and IMDb link if relevant)
* Examples of previous creative work (e.g. via Vimeo link – include passwords where relevant)
* Your career ambitions in documentary filmmaking, including brief details of any current ideas for a documentary feature
* What events you are most interested in attending at DocFest and why (e.g. round tables, industry talks, screenings, networking)
* How attending DocFest would help you advance in your career

(Max. 500 words) |
|  |

## **Please note:**

After submitting your application, you will receive an online link to complete an **equality and diversity monitoring form**. The data is collected anonymously and will only be used for compliance with [The Equality Act of 2010](https://www.equalityhumanrights.com/en/equality-act/equality-act-2010), in the advancement of our [EDI Action Plan](http://ffilmcymruwales.com/sites/default/files/2021-01/EDI%20ACTION%20PLAN%202021%20web.pdf), and to report to our stakeholders where this is a contractual requirement.

Your application is not considered complete unless all supporting documentation relevant to your application has been delivered.

## **Declarations & Data Protection**

Ffilm Cymru Wales will use the information provided within this form to help process your application. This information may be held on computer and may be used for statistical purposes. The information may be stored, processed and passed in confidence to or shared with individuals or organisations who are helping us assess applications or monitor funding.

All information will be treated in accordance with the Data Protection Act 2018 and associated legal provisions concerning data protection. You have a right to ask for a copy of the information held by Ffilm Cymru Wales in its records. Additionally, please note that Ffilm Cymru Wales may be required to provide details referring to applications under the Freedom of Information Act.

Ffilm Cymru Wales reserves the right to cancel any application and require repayment of funds if false or incomplete information is supplied.

**Please sign below to confirm the following:**

* I am eligible according to the eligibility criteria outlined in the guidelines above.
* I confirm that should my application be successful, I am available to attend DocFest from 4-13 June 2021, as well as one mentoring session (date & time TBC).
* I confirm that if I am selected and confirm my place but fail to attend without informing FfCW of an acceptable reason (e.g. illness), I will reimburse FfCW for the cost of my pass, which is £250.
* I confirm that all information provided on this application form, and in any material submitted in support of it, is truthful and accurate.
* I confirm that all other applications to other distributors of BFI NETWORK National Lottery or other public funding have been declared.
* I confirm acknowledgement of Ffilm Cymru Wales’ [Privacy Policy](http://ffilmcymruwales.com/sites/default/files/2020-10/Privacy%20Policy%202018.pdf):
* I undertake to inform Ffilm Cymru Wales fully and immediately of any changes affecting this application or related materials.

|  |  |
| --- | --- |
| **I have read, understood and confirm the above.** | [ ]  |
| **I consent to Ffilm Cymru contacting me about similar opportunities via email in the future** | YES | NO |
| [ ]  | [ ]  |
| **Name** |  |
| **Signature** *(typed or electronic signature will be accepted)* |  |
| **Date** |  |

**Please email your application form/materials to** **network@ffilmcymruwales.com** **by the application deadline, Thursday 13th May 2021 at 3pm**

# ***Appendix***

# ***Ffilm Cymru Wales CBC Lottery Funding***

# ***Standard Terms of Business***

These Standard Terms of Business form part of and should be read in conjunction with any Delegate Agreement issued by Ffilm Cymru Wales CBC. Where there is any conflict between the two then the Delegate Agreement prevails.

1. The law and Government regulations on distributing National Lottery funds may change. Ffilm Cymru Wales therefore reserves the right to review funding schemes and/or change its’ policies, procedures, and assessment criteria.
2. Ffilm Cymru Wales will not be liable for any loss, damage or costs arising directly or indirectly from:
* The application process;
* Ffilm Cymru Wales’ decision not to select an applicant; or
* Dealing with an application.
1. Ffilm Cymru Wales’ decisions on applications are final.Formal appeals against decisions 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. Ffilm Cymru Wales’ Complaints Policy can be obtained on request from enquiries@ffilmcymruwales.com.

1. Ffilm Cymru Wales will not provide delegate access until it has received a fully executed copy of the Delegate Agreement and until any conditions precedent as defined within the Delegate Agreement have been satisfied.
2. Ffilm Cymru Wales is required to publicise information on the number of applications it receives and the selection made: this information will include the name and agreed profile of the successful applicant.
3. The Freedom of Information Act 2000 gives members of the public the right to request certain information held by Ffilm Cymru Wales. This includes information held in relation to applications to Ffilm Cymru Wales’ National lottery funding programmes and schemes. Therefore if you choose to apply to Ffilm Cymru Wales the information you supply may be disclosed under the Freedom of Information Act, in whole or in part.
4. Ffilm Cymru Wales is committed to improving the diversity and inclusivity of the screen industry. We ask all applicants to complete anonymous diversity monitoring forms. Ffilm Cymru Wales may publish any anonymous diversity data you provide on an annual data aggregated with other application and award data, as further detailed in our [Privacy Policy](http://ffilmcymruwales.com/sites/default/files/2020-10/Privacy%20Policy%202018.pdf) available at ffilmcymruwales.com.
5. Ffilm Cymru Wales requires delegates to credit Ffilm Cymru Wales and BFI NETWORK Wales, with the support of the National Lottery in all verbal and written published materials relating to the support received including utilisation of the Ffilm Cymru Wales, BFI NETWORK and National Lottery logos.
6. Ffilm Cymru Wales can withhold or reclaim support in the following circumstances:

 - the application has been filled in dishonestly or with incorrect or misleading information, whether deliberately or accidentally;

 - if the delegate acts dishonestly or negligently in relation to the support they are receiving.

AND

 - any other breach as defined in the Delegate Agreement.

1. The delegate shall deliver to Ffilm Cymru Wales a final report on their attendance at the festival.