



# FILM EXHIBITOR FUND 2022-23

## APPLICATION FORM

1. BASIC INFORMATION	
1.1	Reference Number:
1.2	Proposal Title:
1.3	Organisation:
1.4	Address of Organisation:
1.5	Organisation website:
2. ABOUT YOUR ORGANISATION	
2.2	Please briefly describe your organisation: Max. 200 words
<b>Cinemas</b> – Please include a brief history of your venue, the number of screens you have, the seating capacity and the average audience attendance per screening.	
<b>Festivals/Community Cinemas/Pop-ups</b> – Please include a brief history of your organisation, the frequency of screenings, the venues you typically occupy, and the average attendance per screening.	

EXAMPLE

### 3. DELIVERY PLAN

**3.1** Briefly describe your proposal and why you are making this application for support:  
Max 100 words.

**3.2** Using bullet points, tell us the main SMART objectives of your proposal:  
Max 300 words.

To ensure your objectives are SMART (Specific, Measurable, Achievable, Relevant, Time-bound) you can use the following formula:

“Our goal is to [quantifiable objective] by [timeframe or deadline]. [Key players or teams] will accomplish this goal by [what steps you'll take to achieve the goal]. Accomplishing this goal will [result or benefit].”

EXAMPLE

3.3

**Please tell us your operational delivery plan:**  
Max 750 words

This should include a timeline, detailing any milestones you aim to reach during this funding period and key members of staff required.

**EXAMPLE**

3.4	3.4.1	<b>Funding Start Date:</b> Awards can start 8 weeks from the application deadline.	
	3.4.2	<b>Funding End date:</b> Maximum of 12 months from the application deadline.	
3.5	3.5.1	<b>How many feature film titles will you programme?</b>	In-Person
			Online
	3.4.3	<b>How many short film titles will you programme?</b>	In Person
			Online
	3.4.4	<b>How many screenings will you programme?</b>	In Person
			Online
3.4.5	<b>How many 'added value' events will you programme?</b> For example, Q&As, talks, workshops, and wrap-around activities to encourage audience engagement in film	In Person	
		Online	
3.4.6	<b>How many audience attendances are you projecting?</b>	In Person	
		Online	
<b>4. FINANCE</b>			
4.1	4.1.1	<b>How much box office income are you projecting?</b>	£
	4.1.2	<b>Outside of this application, how much income from other sources are you projecting?</b>	£
	4.1.2	<b>Describe the sources of other income:</b> Max 50 words For example: source, type (sponsorship, crowdfunding, other public funds etc), status (confirmed or pending), the timeline for drawing down and any terms	
4.2	4.2.1	<b>How much funding are you requesting from FfCW?</b>	£
	4.2.2	<b>Percentage of requested funding against total running costs:</b> FfCW can only provide applicants with a maximum of 75% of the overall total running costs of your film provision.	%
	3.6.4	<b>Please estimate the percentage of funding that will be allocated to innovation:</b> For example, funding that is used to deliver new ways of working and not subsidising business as usual	%

4.3	<p>Please check the box to confirm you have produced an itemised income and expenditure budget:</p> <p>This should reflect your operational delivery plan. FfCW can provide a template or you can use your own, as long as you include a description, quantities, unit costs and total costs.</p>	<input type="checkbox"/>
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## 5. AUDIENCE DEVELOPMENT AND INCLUSION

Ffilm Cymru is committed to advancing a sustainable film culture that works for everyone across Wales. To achieve this, we implemented a [Film for Everyone Action Plan](#) which has focus on engaging with those who are disadvantaged.

5.1	<p>Briefly describe your current audience and, considering your local community, identify what audience groups are currently underrepresented:</p> <p>Max. 150 words</p>
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EXAMPLE

5.2	<p>As a part of this proposal, describe any targeted activities you're planning to engage underrepresented communities:</p> <p>Max. 150 words</p>
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## 6. YOUR TEAM

6.1	Please tell us the total number of staff working to deliver the proposal:		
6.2	Using the boxes below, how many staff you have working in each capacity to deliver this proposal? *Full-time employees are defined as those working solely to deliver this proposal. If employees are full-time with the organisation, but work across multiple projects, this would be defined as a part-time employee.		
Full-time Employee			Part-time Employee
Casual Staff/Zero Hours Contracts			Self Employed/Freelance
Other (please state)			
6.3	Will you collaborate with other organisations to deliver this proposal? If yes, please describe your relationship and how you will work together:		

EXAMPLE

## 7. APPLICATION CHECKLIST

7.1	Please ensure all the following information/supporting documents are submitted to complete your funding application:		
Completed Application Form	<input type="checkbox"/>	<b>Budget - Proposed income and expenditure</b>  Please submit this separately, using your own MSExcel document or the template provided by Ffilm Cymru	<input type="checkbox"/>
Latest Management Accounts (if available)	<input type="checkbox"/>		
<b>Children Safeguarding Policy</b>  This should outline how you intend to minimise risk or harm to children and young people. We also require DBS certificates for individuals who will be working directly with these groups	<input type="checkbox"/>	Please ensure this budget shows a complete picture of your budget and sources of additional income. Please clearly state if income from other public funds is confirmed or pending.	<input type="checkbox"/>
<b>Equality and Diversity Policy</b>  This should outline how you intend to put in place to ensure equality and diversity within your organisation	<input type="checkbox"/>	<b>Marketing Plan (if available)</b>	<input type="checkbox"/>
<b>Environmental Policy</b>  This should outline how you intend to put in place to minimise the negative impact on the environment	<input type="checkbox"/>	<b>Latest Business Plan (if available)</b>	<input type="checkbox"/>

## 8. EQUALITY AND DIVERSITY MONITORING

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

We believe that equality, diversity and inclusion are essential for powerful storytelling and sustainable creative business. For this reason, we have introduced a Film For Everyone Action Plan, to guide both our activities and those in receipt of our funding. The plan demonstrates our commitment to transparency and reflects our belief in the value of sharing data, knowledge and networks.

To comply with our Film For Everyone action plan, you will be asked to submit information via an online questionnaire which will capture equality and monitor diversity data after you submit an application form. Please note, your application will not be considered complete until you have submitted the survey however this data will not inform any funding decisions.

By capturing this data, we will be able to understand more about your organisation. It will help us to comply with the law, ensure that our policies and practices are fair and effective, and improve them where we can. The information provided will be treated anonymously and in the strictest confidence and processed following the Data Protection Act 1998 and the new GDPR standards as of 25th May 2018.

Click here to view the [Film for Everyone Action Plan](#)

8.1	Please check to confirm you have read and understood the above Equality & Diversity Monitoring information and that you intend to complete the online survey	<input type="checkbox"/>
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## 9. DATA PROTECTION

Ffilm Cymru Wales will use the information provided in this application form to help process your application. This information may be held on a 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 following the Data Protection Act 2003 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. You also have the right to require Ffilm Cymru Wales to correct any inaccuracies in your information. You must read and understand the application guidelines before completing this form. [Click here to view our Privacy Statement](#)

9.1 I confirm I have read and understood the above.

## 10. SIGNATURES AND DECLARATIONS

10.1 Please check and sign below to confirm the following information:

I confirm that all information provided on this application, and in any material submitted in support of it, is truthful and accurate. I confirm that all other applications to other distributors of Lottery awards have been declared. I undertake to inform Ffilm Cymru Wales fully and immediately of any changes affecting this application or related materials.

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

I confirm I have the authority to make this application on behalf of the applicant organisation.

10.2 Applicant Signature

X

10.3 Applicant Name:

10.4 Job title:

10.5 Telephone Number:

10.6 Email Address:



## 11. APPLICATION PROCESS

Once you've completed your application, please submit your final application form and all your supporting documents to the following email address: [audience@ffilmcymruwales.com](mailto:audience@ffilmcymruwales.com).

Please note Ffilm Cymru Wales cannot accept any applications to any other email address or any hard copies via postal services.

If you have any queries, or if you would like to discuss any aspect of your project before application, please contact the Audience and Education team at Ffilm Cymru Wales.

**Nicola Munday**  
Audience and Education Manager  
[nicola@ffilmcymruwales.com](mailto:nicola@ffilmcymruwales.com)

11.1	I confirm I have read and understood the above.	<input type="checkbox"/>
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