**Ffilm Cymru at DocFest 2024**

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# Guidelines

## Introduction

Ffilm Cymru and BFI NETWORK Wales are looking to support the professional development of new & emerging directors and producers who aspire to a career in documentary feature filmmaking.

With this in mind, we are offering the opportunity for up to 5 individuals to attend Sheffield DocFest as part of a Ffilm Cymru delegation, from 12th to 17th June 2024.

You can find out more about DocFest on the official website [sheffdocfest.com](https://sheffdocfest.com/).

## What kind of support is offered?

Selected delegates will receive full festival passes and a group mentoring session from DocFest on how to take full advantage of the programme. Passes will give access to all festival screenings, talks and round tables.

Hotel accommodation in Sheffield will be provided for 4 nights and delegates will receive bursaries for travel costs as well as any access requirements (e.g. childcare/care for dependents, disability).

Delegates will also benefit from a 121 session with one of the Ffilm Cymru / BFI Network Wales team to discuss their career development and any specific projects they are working on.

## Am I eligible?

In order to apply, you must:

* Be born and/or based in Wales, over the age of 18, and not in full-time education;
* Be available to attend DocFest on the relevant dates and able to travel to Sheffield from a UK location (international travel costs will not be covered);
* 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 aspirations 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.

We are keen to hear from filmmakers who are under-represented within the industry, reflecting diversity of ethnicity, disability, gender, sexual orientation and socio-economic background. We also take into consideration geographic representation across Wales.

## How do I apply?

To apply, complete the application form below and email to [network@ffilmcymruwales.com](mailto:network@ffilmcymruwales.com) by the deadline along with your CV.

Alternatively if you prefer, you can respond to the questions on the application form via a live video or phone call with our team. This should be arranged in advance of the deadline. The call will be recorded.

Applications can be submitted in either English or Welsh.

For individuals who are D/deaf, hearing impaired, disabled, neurodivergent or visually impaired, further support and adjustments are available. For example, we can cover the costs of making guidelines available in other formats (e.g. large print), a BSL interpreter for a meeting with us, scribing support for dyslexic applicants, or a support worker if needed. Do get in touch with us to discuss your requirements in confidence. We’ll be guided by you.

## How will applications be assessed?

Each application will be reviewed by at least 2 members of the Ffilm Cymru/BFI NETWORK Wales team. Our assessment criteria will include:

* 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 (if there is a large volume of applicants, we will prioritise those who have not yet had the opportunity to attend DocFest);
* 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

Applications:

* Wednesday 1st May 2024 at 4pm - application deadline
* Friday 10th May 2024 - applicants informed of selection result

Festival Delegation:

* Rest of May through to 12th June 2024 – pre-attendance information and support
* Wednesday 12th June 2024 - hotel check in, festival opening night
* Sunday 16th June 2023 - hotel check out
* (Delegates may extend their stay in Sheffield at their own expense should they wish. The festival dates are 12th to 17th June. We have timed our delegation for when the majority of industry activity is taking place.)

## Contact

Tracy Spottiswoode, Talent Development Manager

[tracy@ffilmcymruwales.com](mailto:tracy@ffilmcymruwales.com)

You can also reach us by phone at 07904 265567.

# Application Form

*Please note:*

*If you prefer, you can respond to the questions on the application form via a live video or phone call. This should be arranged with our team in advance of the deadline.*

*For individuals who are D/deaf, hearing impaired, disabled, neurodivergent or visually impaired, further support and adjustments are available. Please contact us to discuss your requirements in confidence.*

*TRACY SPOTTISWOODE Talent Development Manager | tracy@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**](mailto:network@ffilmcymruwales.com) **by the application deadline, Wednesday 1st May 2024 at 4pm**

**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? |  |
| 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 DocFest?  *For example BSL interpreter for meetings* |  |

**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 * 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   Please provide either:   * A written statement of max. 500 words * A video or voice note of max. 3 mins in length (as a private online link) |
|  |

**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 12th to 16th June 2024.
* 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 costs already incurred for my attendance.
* 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)](http://www.ffilmcymruwales.com/sites/default/files/2022-08/Ffilm%20Cymru%20Privacy%20Policy%202022.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 along with a CV to** [**network@ffilmcymruwales.com**](mailto:network@ffilmcymruwales.com) **by the application deadline, Wednesday 1st May 2024 at 4pm**

**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. [FfCW’s Complaints Policy can be found on our website](https://ffilmcymruwales.com/about-us/our-policies).

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)
5. Ffilm Cymru Wales requires delegates to credit Ffilm Cymru Wales, BFI NETWORK Wales and Arts Council 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.