

These are the guidelines for Ffilm Cymru Wales’

## Beacons Short Film Fund 2024

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## Introduction

Ffilm Cymru is the development agency for Welsh film. We invest in Welsh filmmakers and their ideas. We put Welsh film on the map by supporting independent films that are unconventional, ambitious, and well-crafted. We champion under-represented voices and push the boundaries of what we know as Welsh film.

We are the Welsh delivery partner of BFI NETWORK, which is a collaboration between the BFI, national film organisations and leading cultural venues around the UK. BFI NETWORK provides short film and early feature development funding, industry-backed professional development and networking support to producers, writers and directors aged 18 and above.

The Beacons Short Film Fund (referred throughout the guidelines as “Beacons”) is run annually by Ffilm Cymru via our BFI NETWORK Wales strand, in partnership with BBC Cymru Wales. It supports the development and production of live action narrative, animated, documentary and hybrid films that are intended for the big screen.

This latest round of Beacons aims to support and provide development funding towards 8 projects, of which at least 4 will be granted production funding. Total project awards inclusive of both development and production funds will range between £5,000 up to a maximum of £25,000. Beacons also provides creative and strategic support for successful projects during development and production, including training and mentoring opportunities to help filmmakers advance their careers.

Previously funded Beacons short films have achieved success at festivals and won awards. They have also been broadcast and released on Video-on-Demand. You can find out more about our [Short Films](#) on the Ffilm Cymru website and watch [Beacons: Short Films from Wales on BBC iPlayer](#).

If anything is unclear in these guidelines, or if you have access requirements in order to make an application, please get in touch (see ‘Can I get support with my application?’).

## Application deadline

The application deadline for this year’s Beacons Short Film Fund is Friday 19<sup>th</sup> July 2024 at 3pm.

## Eligibility

### Can I apply?

You can apply for Beacons funding if:

- **There is a writer and a director (or writer-director) already attached to your project. The director MUST be born in Wales AND/OR be resident in Wales.**

*Depending on where the director is resident, funding may be available via other BFI NETWORK partners – check the [BFI NETWORK website](#). We may ask to see evidence from your director to check eligibility.*

*We encourage having a producer on board but this is not a requirement at application stage. Ffilm Cymru can help facilitate producer conversations for successful projects. Director-producers are not eligible.*

- **The writer, director & producer (if attached) can each demonstrate a creative track record in their role.**

*This can be in film, television, theatre or another narrative art form. It includes student work or work created at a grassroots*

*level. You may or may not have already created work with commercial or institutional funding.*

*We will also consider those who have previous experience in other relevant roles, e.g. a director of photography moving into directing, a production manager moving into producing.*

*You should demonstrate your filmmaking ambitions and your approach to your own career progression as part of your application.*

- **The director has not yet directed a feature film that has received UK distribution.**

*This means either theatrically or via a major online platform, where a distribution deal has been made for the film – as distinct from self-distribution.*

- **The writer, director & producer (if attached) are over the age of 18 and have finished full-time education (or be set to complete full-time education by 1<sup>st</sup> August 2024.)**

*Any student work will need to be fully completed by 1<sup>st</sup> August 2024, meaning course materials, final projects and/or dissertations have been submitted, all examinations are complete, and you will not be entering a further year of study later in 2024 or in 2025.*

Please also note:

It is not necessary to apply as a company but you may do so if you wish. If you are applying with a company, it must be registered and centrally managed in the UK.

For this round, directors and writer-directors may be attached to only ONE Beacons application in total. Writers and producers may be attached to multiple Beacons applications.

If the writer, director or producer is involved in other applications that are seeking funds (or have secured funds) from the BFI, including BFI NETWORK, you should let us know in your application.

If you are a producer interested in working on a Beacons short, you can also email your CV to [network@ffilmcymruwales.com](mailto:network@ffilmcymruwales.com) with 'Beacons - Producer CV' as the subject heading.

## Is my project suitable?

You can apply for Beacons funding if:

- **Your project is a live action narrative, documentary, animation or hybrid film intended for the big screen.**

*It must be a standalone film, i.e. not part of a series. Short films intended as a proof of concept for a feature film are eligible, but must have a self-contained narrative.*

- **Your project is at development stage.**

*We cannot fund projects that are already in production or offer completion funding.*

*If your project is a documentary, you may have already shot or researched some footage but not yet begun the main elements of production.*

*If your project is an animation, you may already have a draft (i.e. not final) animatic but not yet begun animation work.*

*Please check the 'Beacons Timeline' below for further details of production timeframes for supported projects.*

- **Your project is achievable within a budget of between £5,000 and £25,000, or with further funding raised through crowdfunding or third-party deals.**

*We recommend that applicants consider carefully their level of previous experience when deciding on the scale of project and the amount of funding to apply for. Awards at the maximum level of £25,000 will only be offered where there is a clear creative and strategic rationale for this.*

*Beacons funding comes with certain restrictions on co-financier credits and a license agreement with BBC Cymru Wales. If you are anticipating significant financing from other sources we recommend getting in touch with us to discuss this prior to making an application.*

- **Your project is up to a maximum of 15 minutes in length.**

*We expect some variation in length. For example, animations are likely to be shorter due to high production costs. And those who haven't made screen work before may wish to try out their ideas in a shorter piece.*

- **Your project is eligible to qualify as British**

*Either through one of the [Cultural Test for Film](#), one of the UK's official [Co-Production Treaties](#) OR the [European Convention on Cinematic Co-Production](#).*

- Your project would be capable of obtaining a BBFC certificate which is no more restrictive than [BBFC '18'](#).
- You or your team own, have secured or have a contractual right to secure the rights in the existing work that are required (e.g. a short story that you are adapting).

In addition, Beacons focuses on projects which satisfy one or more of **Ffilm Cymru's Film Funding Priorities**, as follows:

- Welsh filmmakers at an early stage of their careers.
- Films led by under-represented filmmakers and/or which speak to audiences traditionally under-served by feature film, including Welsh Language film.<sup>1</sup>
- Films with strong artistic value, taking risks on talent, content or form which the commercial sector would find more difficult to support.<sup>2</sup>
- Films which depict Wales and Welsh culture in new and unconventional ways.

We do not require stories to be set in Wales or feature Welsh subject matter. Films may be in English, Welsh, English and Welsh, or they may feature other minority languages that reflect the cultural diversity of Wales and the UK, including British Sign Language.

## What can't Beacons fund?

Beacons is unable to fund the following:

- Work that is intended primarily to capture another art form, such as filmed theatre, dance, spoken word / poetry, sporting or music events

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<sup>1</sup> For more information on our approach to Equality, Diversity and Inclusion, please read our [Film is For Everyone Action Plan](#)

<sup>2</sup> This is a key tenet of Lottery film funding



- Artist installation or moving image work
- Work that is not primarily audio-visual
- Work intended primarily for broadcast television

There are other sources of funding available to support the above including from broadcasters and the Arts Council of Wales.

## Making an application

### Can I get support with my application?

We recommend checking out our FAQs and short filmmaker resources via the [Beacons short film funding](#) web page.

We will be running bookable 121s with our team for those applicants who would benefit from further tailored guidance. Details are available on our [News & Events](#) web page or you can follow [BFI NETWORK Wales](#) on X for updates.

For applicants with access requirements, for example individuals who are Deaf, hard-of-hearing, Disabled, neurodivergent or visually impaired, further support and adjustments are available. For example, we can cover the costs of making funding 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 at [network@ffilmcymruwales.com](mailto:network@ffilmcymruwales.com) to discuss your requirements in confidence. We'll be guided by you.

You can also reach us by phone at 02922 676711.

Reasonable adjustments will be made as required for shortlisted applicants to attend interview, as well as any further meetings and workshops should they be selected for a development and/or

production award. (Please also see 'Budget guidance' section for details of how to budget for access costs on your production).

## How do I submit my application?

Applications can be submitted in either English or Welsh. To apply, download and complete a Beacons application form and email to [network@ffilmcymruwales.com](mailto:network@ffilmcymruwales.com) by the deadline.

The application form requires:

- Contact details for the lead applicant
- Basic information about the project
- Details of any other potential co-funding for the project
- Information about the core team and any other individuals attached to the project at this stage
- A Personal Statement from the director
- A Sustainability Plan (see guidance below)
- A Budget (see guidance below)
- Supporting Materials (see guidance below)

Some of the questions have options to submit answers in either written format, video or voice note. Alternatively, you can respond to the narrative 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 and shared with our panel of assessors.

As a provider of public and National Lottery funding, we have to ensure that we don't give unfair advantage to any applicants. That means that we are unable to assess projects informally and you must submit your application through the application process described above.

## Sustainability plan guidance

Ffilm Cymru requires every production we fund to take actions that support a sustainable screen sector. With this in mind, as part of your application we ask that you outline a sustainability plan. If your application is successful, Ffilm Cymru can help you to develop and deliver this plan.

Below you'll find an overview of the four areas that your sustainability plan can engage with. Your plan does not have to comprehensively cover every area – however at a minimum, it must engage with environmental sustainability and diversity and inclusion.

We do encourage you to consider how the areas intersect. For example, you might decide you want to offer a trainee placement, but it would be key to weave environmental and diversity and inclusion considerations into that plan (for example looking at local recruitment and ensuring plain language advertising of roles).

### 1. Environmental sustainability

We want to hear about any innovative ideas you might have to limit your environmental impact, or to make a positive impact. Whether that's through on-screen representation (e.g. themes/narratives), how you engage with locations and communities (e.g. building in volunteer days or learning for cast & crew) and/or ensuring contribution to circular economy systems (e.g. use of second-hand items that are then re-used).

All projects in receipt of our funding are also required to achieve BAFTA albert certification. Full details can be found in the [Production Handbook](#) page of the BAFTA albert website.

You can explore [Green Cymru resources](#) on our website. For further context on Ffilm Cymru's approach to environmental sustainability, please refer to our [Environmental Policy](#).

## 2. Diversity and inclusion

You should think about how you will support diversity and inclusion whilst working on your short film. We recommend you consider representation, both in terms of your creative team and on screen, as well as the way you could cast and hire (e.g. open call), run production (e.g. access riders) and/or engage with diverse audiences (e.g. creative captioning, BSL, test screening).

See also 'Budget guidance' below for details on how to budget for anticipated costs for personal access requirements of any of your core team, cast or crew during the development and production of your short film.

Please note that the Producer will be required to collect Equality, Diversity and Inclusion data on all cast and crew (above and below-the-line) using an anonymous survey link supplied by Ffilm Cymru. Successful projects will also be required to provide enhanced access materials for their film, including audio description and hard of hearing subtitles.

For further context on Ffilm Cymru's approach to diversity and inclusion, please refer to our [Film for Everyone Action Plan](#).

## 3. Skills and training

We encourage you to consider skills and training as part of your project. For example you might decide to offer a shadowing or trainee placement, or set up a workshop for the local community.

For successful projects, Ffilm Cymru can help structure and recruit for these opportunities via our own programmes and connections to other training providers in Wales.

#### 4. Entrepreneurialism

We are keen to help producers to explore different ways to reach, test, and build different audiences for their work and to broaden the exploitation of their intellectual property, strengthening their business models.

For example you might consider producing learning resources as part of your production for educational use. Or you might be thinking about aligning a photography exhibition with the release of your documentary film.

#### Budget guidance

You can apply for a Beacons award of between £5,000 and £25,000.

We recommend that you carefully consider your level of previous experience when deciding on the scale of project and the amount of funding to apply for. Awards at the maximum amount of £25,000 will only be made where there is a clear creative and strategic rationale.

Your budget should include all expected costs, using estimates if necessary. You must include:

- **The costs of developing the project** (e.g. fees for the writer, director and producer, mentoring fees, travel/accommodation for a research trip, location recce)

*Beacons has a development phase built in. Development awards are up to a maximum of £1,000 per project, which is ringfenced within the total project award of up to £25,000*

*(should the project be selected for a production award). This must be reflected in your budget.*

- **Any costs associated with obtaining underlying rights to the project if relevant** (e.g. the option for a short story you are adapting).
- **The clearance of all rights in the Film**, including music worldwide in all media in perpetuity (including use fees, repeat fees and residuals).
- **Wages for all cast and crew at [Real Living Wage](#) rates or higher**

*Unpaid work experience is not permitted unless the individual is in full-time education and/or will be shadowing rather than completing tasks. Exceptions may be made if paid work would negatively impact on a disabled individual's benefits.*

*We expect to see parity of fees across grades and across departments.*

- **Fees for the writer, director and producer**

*Fees may be partially or fully covered by the Development award (see above) and should be proportionate to the overall budget level of the project. At a minimum, these fees should be in line with other Heads of Department (HoDs) on the project, or in line with cast and crew wages for shoot days, whichever is highest. Writer, director and producer fees cannot be waived at any point.*

- **Production insurance**

- **2 x Unencrypted Digital Cinema Packages (DCPs)** to be provided on hard drives or USBs, for exhibiting your film
- **Enhanced access materials**, including audio description and open captions. *Cost estimates for this work can vary considerably so it is important to shop around as early as possible.*
- **Publicity materials**, including high quality stills
- **The costs of submitting your film to festivals**
- **A 10% contingency line**

You may also list **access costs** as a separate line item in your budget. These costs will not count towards the maximum award amount and may include:

- **Any costs you anticipate for personal access requirements of any of your core team, cast or crew** during the development and production of your short film.

*This may be specific requirements for people who are disabled or have a physical or mental health condition, or who have caring responsibilities. For example a BSL interpreter, additional transport or accommodation costs for disabled team members, a personal assistant for a team member with a learning disability or mental health condition, or childcare costs.*

Please also note:

All line items should be reasonable - we cannot support, for example, first-class travel or accommodation.

Ffilm Cymru cannot give funding toward spend that has already happened (retrospective funding) or replace other money that has been committed/is available for the project (substitutional funding).

VAT is not payable on any Beacons awards. The total grant funding supplied is outside the scope of VAT and fully inclusive of any and all taxes that may be payable in connection with the granting, receipt or use of the Beacons award. Producers receiving Beacons funding will need to deduct any such taxes out of the award and in no circumstances will Ffilm Cymru be required to pay any additional sums in respect of such taxes.

## Supporting materials guidance

The following supporting materials should be supplied as an online storage link (e.g. Google Drive, Dropbox) within the application form:

- **For live-action fiction - a short film script** in standard industry format (.pdf or Word doc)  
**For documentary - a treatment** outlining what is anticipated from the story & characters (.pdf or Word doc)  
**For animation - a short film script** (.pdf or Word doc) **OR a storyboard**

*As a rough guide, typically one page of a formatted script is equal to one minute of screen time. Therefore we usually expect scripts to be up to a maximum of 16 pages, including the title page.*

*If the form of your project doesn't lend itself to any of the above (for example for a hybrid film), or you have an alternative mode of expression you would like to use (for example, because you are neurodivergent and work more visually), you can submit your ideas in your preferred medium.*



- **CVs and/or short biographies** for the writer, director and the producer (if attached). Please include IMDb links if relevant.
- **Relevant example(s) of previous work from the director**  
Provide at least one example to demonstrate the director's abilities, ideally via link (e.g. Vimeo, YouTube).

*Please include passwords where necessary – faulty or incomplete links will not be viewed. Examples should be full length, no showreels. DVDs may not be submitted, unless agreed by Ffilm Cymru.*

*If the director hasn't yet made any work that exists as a recording, please share any available links to information or reviews (e.g. for a theatre show or performance).*

- **Copies of any existing underlying rights agreements or financing agreements relating to the project (if relevant).** e.g. option agreements if the film is an adaptation of an existing work, offer of funding from another financier or evidence of in-kind support.

Your application may be strengthened by providing any other available creative materials such as **a mood board or reel, a pitch deck, test footage, sketches, or images of prototypes for puppets/sets (e.g. for animation).**

Please allow enough time to complete your application in consultation with your team and check it over carefully before submitting. Your application is not considered complete until all requested items have been submitted.

We welcome feedback on our application process and how we might improve it. If you would like to give constructive feedback, please get in touch (see 'Contact details').

## What happens after I apply?

### Diversity monitoring form

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 (writer, director and lead producer if attached) must complete the form before your application can be assessed.

There is a 'prefer not to say' option for all questions. The data is collected anonymously and will only be used for compliance with [The Equality Act of 2010](#), in the advancement of our [Film for Everyone Action Plan](#), and to report to our stakeholders where this is a contractual requirement.

### Eligibility check

If your application is not eligible, we will let you know. If your application is incomplete, we will provide you with a timeframe to provide any missing details before the application is assessed. We may also request further information or materials from you. If your application is eligible for funding and complete, it will be assessed.

### Assessment

Each application will be reviewed by at least 2 different assessors. Our assessing panel will include members of staff from Ffilm Cymru's development, production and skills team. We may also use external consultants in order to broaden the expertise and lived experience feeding into assessments.

We use the following criteria to assess Beacons applications:

- The quality and originality of the project and the team's ability to realise their creative vision.
- Whether the project responds to one or more of Ffilm Cymru's Funding Priorities (see 'Is my project suitable?').
- Whether the project will have a significant impact on the careers of Welsh filmmakers.
- Whether the project is feasible in terms of budget, timescale and other considerations.
- The project's suitability for Ffilm Cymru funding. Could it be fully financed with other public or private sources of funding? Is the project capable of paying everyone for their work and not requiring us to fund retrospectively?
- The potential to support a sustainable Welsh screen sector, addressing environmental sustainability, diversity and inclusion, skills & training, and entrepreneurialism.
- The overall balance of our investments. We will consider if the project is a distinctive addition to a balanced slate of projects supported by Ffilm Cymru.

The assessment process will also take into account how you have managed any previous Ffilm Cymru funding you have received.

## Feedback

We receive far more applications than we can support. Brief, headline feedback will be provided for each application on request.

However we are not able to give detailed feedback on projects that are not shortlisted.

Common reasons for declining applications include:

- The idea lacks originality and/or big screen ambition
- The intended story, genre, style, tone and/or creative vision is unclear
- The idea would be better suited to another format (e.g. play, web series, TV)
- The project would be a better fit for other sources of funding (e.g. Arts Council Wales)
- The film is not feasible within the budget or timeline
- The team is not at the right level to fully benefit from Beacons support

There is no obligation for the applicant to apply any feedback provided by Ffilm Cymru, nor is application of that feedback a guarantee that funding will be provided in the future.

## Resubmission

Resubmissions of previously declined applications cannot be made without prior Ffilm Cymru approval.

Resubmissions should show substantive changes addressing any previous feedback from Ffilm Cymru: for example, a significant rewrite or change of producer.

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

If your project has already been declined by Beacons twice, you may not resubmit that same project again.

## Shortlisting and interview

Please see the 'Beacons timeline' below for an indication of when you can expect to hear from us following your application.

Shortlisted applicants (usually 15-20 projects) are invited to an interview with a panel from Ffilm Cymru and BBC Cymru Wales. This is an opportunity to discuss the team's vision for the project and answer any questions raised.

Following interviews, teams will be informed as to whether their project has been selected for a development award.

## What happens if my application is successful?

### Development

Each project selected for a development award enters into a development agreement with Ffilm Cymru and receives funding towards development costs to work on their projects over a period of 10-12 weeks.

Ffilm Cymru and BBC Cymru Wales provide editorial feedback and strategic support to guide the development of the projects. We also facilitate further training and professional development support. You will be expected to take part in group training and/or workshop sessions as part of your award.

Following the development phase, teams resubmit their projects for consideration by the panel. Further information may be requested by the panel at this stage. The panel aim to make their decision within 2 weeks.

### Production

If you are successful, your producer/production company will enter into a production funding agreement with Ffilm Cymru and BBC Cymru Wales that sets out the full terms and conditions of the production funding. This includes timelines, deliverables, approvals and payment instalments. We reserve the right to offer less than the amount requested, in consultation with each team.

Successful teams continue to receive creative and strategic support from Ffilm Cymru and BBC Cymru Wales throughout the filmmaking process.

Ffilm Cymru and BBC Cymru Wales have approvals over the main elements of the film, including any partnership funding, the crew,

the budget, the schedule, the final script / storyboard / animatic / treatment, the final cut of the film and the credits. It will be your responsibility to ensure that you meet your contractual obligations, allowing enough time for review, feedback and approvals.

As part of their investment in the films, BBC Cymru Wales acquire rights to use and broadcast the films on any of its public services in the UK and Ireland (please see 'Conditions of Funding' below).

## Beacons timeline

Please note that dates may change.

- Friday 19th July 2024 at 3pm – Application Deadline
- By 30th September 2024 – All applicants notified of whether they have been shortlisted
- w/c 30th September 2024 – Interviews with shortlisted applicants
- October – December 2024 – Development phase (10-12 weeks)
- By end of January 2025 – Production awards decisions
- Spring/Summer/Autumn 2025 – Production and post-production
- By end of January 2026 – Delivery of the short films

## Contact details

If you have any questions, would like to arrange an application via live video or phone call, or discuss access requirements in confidence, please contact: [network@ffilmcymruwales.com](mailto:network@ffilmcymruwales.com)

You can also reach us by phone at 02922 676711.

If you would like to keep up to date with Ffilm Cymru funding schemes, training events and other opportunities, please [subscribe to our mailing list via our website](#).

## Conditions of funding

If your application for funding is successful then the following conditions will apply to your production award. These will be set out in more detail in your production funding agreement.

1. The award will take the form of a non-recoupable grant.
2. You will be required to credit Ffilm Cymru, BFI NETWORK with the support of National Lottery, and BBC Cymru Wales in all verbal and written/published materials relating to the project including the film itself (in both opening and closing credits) including utilisation of the FfCW, BFI NETWORK, National Lottery and BBC Cymru Wales logos and as may be further stipulated in the production funding agreement. The only credit to precede the film will be in the following form: “Ffilm Cymru Wales & BFI NETWORK in association with BBC Cymru Wales present”. Other financier logos will not be permitted.
3. A legal undertaking by you that you own all rights, title and interest in the work being funded and that all third-party materials incorporated in the project are cleared, or capable of being cleared, for use in the project throughout the world, in all media in perpetuity. You will need to provide evidence of such before we advance any production funding (e.g. writer and director agreements along with any underlying rights agreements to an existing work being adapted). Where chain of title documentation is in a language other than English or Welsh, you will be required to provide a certified translation in English or Welsh. You will be required to clear worldwide rights



in all media in perpetuity from all individuals or organisations who are contributing to, or whose material is to be featured in, the project (save only for music public performance rights).

4. Ffilm Cymru will require certain approvals over your project including approval over all key production and financial documentation prepared in relation to the project. Production funding will be paid in instalments (to be outlined in the production funding agreement) following delivery and approval of the following elements:
  - i. budget, production schedule and sustainability plan
  - ii. risk assessment for the project
  - iii. copies of all production insurance policies for the project naming BFI and Ffilm Cymru as loss payees and confirmation that the applicable premiums are within the budget
  - iv. final script, scriptment or animatic
  - v. confirmation of key crew and cast
  - vi. evidence that any other finance required to meet your final budget has been secured, including copies of the fully executed agreements under which such other finance has been provided
  - vii. any other documents or notices as Ffilm Cymru may reasonably require
  
5. Final instalment of the balance will be paid upon delivery and approval of all required delivery materials to Ffilm Cymru and BBC Cymru Wales. It is your responsibility to deliver to each party separately.

Key delivery materials to Ffilm Cymru include, but will not be limited to:

- i. 2 x Unencrypted Digital Cinema Packages (DCPs) to be provided on hard drives or USBs
- ii. ProRes 4444 or XQ Quicktime [.mov] file
- iii. H264 .mov or .mp4 file
- iv. 1 x Digital Cinema Distribution Master (DCDM)

- v. Enhanced Access Materials: audio description and open captions
- vi. Online viewing link (password protected)
- vii. Final shooting script (if available)
- viii. Publicity pack, including film stills, behind the scenes stills, written materials and any further promotional materials
- ix. Relevant paperwork, including all clearance agreements, confirmation of BAFTA albert certification, credits list, tech spec, production overview
- x. Release plan for the film

Key delivery materials to BBC Cymru Wales include, but will not be limited to:

- i. Film file for broadcast, accompanied by relevant QC reports
- ii. Publicity materials, including film stills, caption list and any further promotional materials
- iii. Programme Compliance Form
- iv. Schedule of Residuals
- v. OFCOM Form
- vi. Key Agreements
- vii. Further relevant paperwork completed via Silvermouse (e.g. billing, music cue sheet, diamond diversity, copyright form, contributor form)

Detailed technical guidance will be provided in the production funding agreement and by your delivery contacts.

6. Any underspend on the award will be retained by, or reimbursed to, Ffilm Cymru.
7. Ffilm Cymru and BBC Wales will have rights of approval during the production of the project and a right of approval over each cut of the film, including credits.

8. As part of their investment, BBC Cymru Wales will acquire rights to use and broadcast the film on any of its public services in the United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man for exclusive purposes, and in the Republic of Ireland for non-exclusive purposes. The licence period of 5 years commences after an initial holdback period, to allow the films to secure film festival screenings prior to broadcast. Full terms of the licence agreement will be set out in the production funding agreement.
9. Ffilm Cymru and BBC Cymru Wales will acquire the non-exclusive right to use excerpts from the film, along with further approved delivery materials, for promotional and educational purposes.
10. The BFI will be assigned the rights outlined below. These rights will only be exercised following both a period of festival exhibition for the project and the exclusivity period of the BBC Cymru Wales licence agreement.

A permanent, non-exclusive license to the BFI to copy, reproduce and / or exhibit the project: (a) non-theatrically including, without limitation, in educational establishments (including the BFI Mediatheque) or online on the BFI websites (including BFI Player) throughout the world; and (b) the right to use clips from the project for promotional purposes in relation to the project or in relation to promoting BFI National Lottery funding. The BFI will own the delivery materials and may choose to deposit, preserve and permit access to such materials through standard terms applied by the BFI National Archive.

11. A requirement to put in place all customary production insurances on which the Ffilm Cymru and the BFI must be named as loss payees.

12. A delivery date by which you agree to complete your project and submit the required delivery materials to us, to be confirmed in the production funding agreement.
  
13. A requirement for the Producer to adhere to and promote the set of principles aimed at tackling and preventing bullying, harassment and racism in the screen industries commissioned by the BFI and partner organisations. This entails taking active steps to help tackle and prevent bullying, harassment and racism in the screen industries and, in particular, in connection with the funded project.
  
14. Where relevant to your cast and crew, you will need to adopt safeguarding provisions for protecting children and vulnerable adults.
  
15. A requirement to ensure your film achieves BAFTA albert certification through completion of a Carbon Calculator and Carbon Action Plan, to be initiated during pre-production.
  
16. An undertaking from you to deliver against your sustainability plan. Failure to deliver against those undertakings without good cause may affect your ability to receive future project funding from Ffilm Cymru.

## Ffilm Cymru Wales Standard Terms of Business

These Standard Terms of Business (“Standard Terms”) form part of and should be read in conjunction with any funding agreement (“Funding Agreement”) issued by Ffilm Cymru Wales CBC (FfCW) in relation to your project (“Project”). Where there is any conflict between the two then the Funding Agreement prevails.

1. The law and Government regulations on distributing National Lottery and Welsh Government funds may change. FfCW therefore reserves the right to review funding schemes and/or change its’ policies, procedures, and assessment criteria.
2. FfCW will not be liable for any loss, damage or costs arising directly or indirectly from:
  - The application process;
  - FfCW’s decision not to provide an award to an applicant; or
  - Dealing with an application.
3. FfCW’s 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.](#)
4. FfCW is not obliged to pay out any funding until it has received a fully executed copy of the Funding Agreement and until any conditions precedent as defined within the Funding Agreement have been satisfied.
5. FfCW is required to publicise information on the number of applications it receives, and the awards made: this information will include the name of the successful applicant, award amount, project name and project details.

6. The Freedom of Information Act 2000 gives members of the public the right to request certain information held by FfCW on behalf of our funders. Therefore, if you choose to apply to FfCW the information you supply may be disclosed under the Freedom of Information Act, in whole or in part unless there are sufficient grounds under the Act to withhold, as with commercially sensitive information, for example.
  
7. FfCW is committed to improving the diversity and inclusivity of the screen industry. We ask all applicant teams to complete anonymous diversity monitoring forms and all successful applicants to develop diversity and inclusion plans, which they report against. FfCW may publish any anonymous diversity data you provide on an annual basis aggregated with other application and award data, as further detailed in our [Privacy policy](#). FfCW requires that any measures taken by applicants to improve the diversity and inclusivity of their work are in compliance with the [Equality Act 2010](#).
  
8. FfCW can withhold or reclaim an award in the following circumstances:
  - the application has been filled in dishonestly or with incorrect or misleading information about the organisation or the project whether deliberately or accidentally;
  - if the award recipients acts dishonestly or negligently to the disadvantage of the projectAND
  - any other breach as defined in the Funding Agreement.