



# FILM-MAKERS' FESTIVAL FUND 10/11 APPLICATION FORM

Please read the **Film-makers' Festival Fund Guidelines** carefully before you fill out the application form. If you have any questions about the application form, guidelines or how your project fits within the scheme please contact Aysha Hussain [Aysha.Hussain@filmlondon.org.uk](mailto:Aysha.Hussain@filmlondon.org.uk) 020 7613 7696.

Please send the completed application form and supporting documents to:  
F.A.O. Aysha Hussain, Film London – Film-makers' Festivals Fund, Suite 6.10, The Tea Building,  
56 Shoreditch High Street, London E1 6JJ

CONTACT DETAILS	
Title of Film:	
Full Applicant Name:	
Full Postal Address:	
Postcode:	
Borough:	
Tel No:	Mobile:
Email:	Website:
Please provide the following details about your film to support your application:	
Name and Location of Festival: (checked against attached list – please provide written proof of acceptance to festival)	
Date(s) of Festival:	
Name of Festival Competition (N.B not an Audience award):	
Director:	Producer:
Writer:	Title / Length / Year:
Please provide a brief synopsis of your film below:	

ABOUT YOUR APPLICATION		
<b>Are you applying for support for:</b>	<input type="checkbox"/> Travel (to attend a festival) <input type="checkbox"/> Print support (contribution to the striking of a first print where requested by a festival) <input type="checkbox"/> Digital Tape Mastering or Duping support (where required by a festival)	
ABOUT YOU		
<b>Status of Employment?</b>	<input type="checkbox"/> Freelance <input type="checkbox"/> Freelance unemployed <input type="checkbox"/> Part-time Student	<input type="checkbox"/> Full-time employment <input type="checkbox"/> Other (please specify)
<b>How long have you been working in the audio-visual industry?</b>		
<b>What is your current occupation(s) and how long have you been in the role?</b>		
<b>Have you been in receipt of any other grant or award from Film London?</b>	Yes	No
<b>If Yes, which grant or award did you receive and when did you receive it?</b>		

For Travel Grant Information	
<b>Total Cost of Travel (inc VAT):</b> <b>Dates of Travel:</b> Please include written quote or proof of payment (where applicable)	
For Travel Grant Information	
<b>Description:</b> (please detail what you are applying for: blow up to 35mm / Digital Tape Mastering for exhibition – NTSC mastering / duping / subtitling)	

**Please demonstrate how this support will have a positive impact on your career. Please describe how this will contribute to your career development and what opportunities will realistically be open to you if you are successful. You may also wish to include details of future projects here. (Refer to section 2 – 4 in guidance notes)**

# Film London Equal Opportunities Monitoring Form

Film London is supported by the London Development Agency, UK Film Council, Skillset and the Arts Council England and is committed to the development of positive policies to promote equal opportunity in the development and growth of London's film industry. To meet the legal requirements of our funders, to measure the effectiveness of our work, and to ensure that public funds are distributed equitably, we monitor applications to our schemes and participation at all events and programmes funded through Film London.

We would appreciate it if you would answer the questions below and sign the Data Declaration at the end of this form which describes how we will use and protect your personal data.

**Name:** \_\_\_\_\_ **Organisation (if applicable)** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Title of Event / Scheme:** \_\_\_\_\_ **duration –** \_\_\_\_\_

I agree to my personal details being held and used by Film London to contact me by post, email, or SMS message with details of any events, projects, and services provided by Film London or a carefully selected third party.

**Have you or your business been supported by Film London previously e.g. grant, training, workshop, 1-2-1 advice session?** Yes/ No

----- Cut here (office use only) -----

## ABOUT YOUR COMPANY / ABOUT YOU AS A FREELANCER

**Is your head office registered in London?** Yes  No  **Postcode** \_\_\_\_\_

**What type of company is it? (please circle)**

Partnership / Limited Company / Plc / Social Enterprise / Charity / Public Sector / Sole Trader / Other

**If freelancer/sole trader, please confirm that you self-assess your tax/NI:** Yes  No

**Does the company employ less than 250 people?** Yes  No

## OWNERSHIP OF THE COMPANY (please complete if you are a freelancer/sole trader)

### ETHNICITY – Is the organisation/business minority owned?

Ownership is defined as: at least 51% of the business is owned by, or the majority of senior management consists of individuals from any of the groups listed below:

Yes  No

### PLEASE SPECIFY:

African  Caribbean  Any other black background  Indian  Pakistani  Bangladeshi  Any other Asian background  White & Asian  White & Black Caribbean  White & Black African  White Irish  White other  Chinese  Other mixed white background

### GENDER – Is the organisation/ business male/female owned?

Ownership is defined as: at least 51% of the business is owned by, or the majority of senior management consists is male or female

Male  Female  No Majority

### DISABILITY – Is the organisation/ business disability owned?

Ownership is defined as: at least 51% of the business is owned by, or the majority of senior management consists of individuals who identify themselves as being disabled\*:

Yes  No

\*Under the 1995 Disability Discrimination Act this could be a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out day-to-day activities (e.g. dyslexia, hearing/visual impairment, mental health issues, epilepsy and cancer).

**UNKNOWN / N/A – Ownership of the Company is:** Unknown  Do not wish to declare

## ABOUT YOU

*(You do not need to complete this if you are a freelancer/sole trader and you have filled in the above)*

Monitoring is recommended by; the Commission for Racial Equality; the Equal Opportunities Commission; the Disability Rights Commission and the Confederation of British Industry.

Male  Female

Would you define yourself as a Disabled person? Yes  No

The Disability Discrimination Act defines disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

I would describe my ethnic origin as:

<p><b>A: White</b></p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p>Any other White background, please write in</p> <hr/>	<p><b>D: Black or Black British</b></p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background, please write in</p> <hr/>
<p><b>B: Mixed</b></p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p>Any other mixed background, please write in</p> <hr/>	<p><b>E: Chinese or any other Ethnic Group</b></p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other, please write in</p> <hr/>
<p><b>C: Asian or Asian British</b></p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p>Any other Asian Background, please write in</p> <hr/>	

**Data Protection Declaration** – please read the following declaration and sign to confirm you have read and understood it.

In consideration of Film London allowing me attend and/or to participate in this event, the sufficiency of which is hereby acknowledged:

- I agree that my contact details and any further information that I provide in connection with this Event may be used by Film London and transferred to its funding partners for the purposes of securing future funding for similar activity, and that Film London shall be entitled to process this information for anonymous statistical or report purposes, or to fulfil its legal obligations to our core funding bodies. For the purposes of the Data Protection Act 1998 (as amended), I agree and give consent to the holding and processing by Film London and the transferring to its funding partners of any personal data that I may provide in any form in connection with such purposes.

Save as set out above on this form and as otherwise required by law, Film London will not provide your personal data to any other organisation without your prior permission.

**I confirm that I have read and understood the above declaration and that the information I have provided above is correct to the best of my knowledge as of the date below.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for completing this form

## CHECKLIST

**Please check the following before you post this application:**

- Have you completed every question on the application form
- Have you kept copy of the application form for your own records
- Have you completed diversity monitoring form
- Have you signed the application form
- Have you submitted all required additional documents with your application form, (see below)

## SUPPORTING DOCUMENTS REQUIRED

- 1 x DVD of project
- 1 x CV
- Proof of London Residency (e.g. utility bill)
- Written proof of acceptance into Festival
- Written quote for travel (or proof of payment where applicable)
- Written quote for print costs /promotional material (or proof of payment where applicable)

**Where did you hear about Film London's Skills Development Schemes? (e.g. website, newspaper, bulletin / meeting):**

## DECLARATION OF INTEREST

As far as you are aware, does the organisation, the main contact or any shareholder, director, partner or member of staff of the organisation have any relationship with Film London or any of its staff or board members?

- No
- Yes (please specify below)

## YOUR DECLARATION

Please print your name in BLOCK CAPITALS and include your full name.

- The signature on the application form must be an original
- We cannot accept photocopied or faxed signatures

I confirm that the information I have given is true. I will let you know immediately if any of the information I have provided changes.

**NB: Film London will take legal action to recover funds from an applicant who has provided fraudulent information in the application. The decision to grant or not to grant an award shall be entirely at the discretion of Film London and the decision of Film London in this regard shall be final.**

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

