BFI DOC SOCIETY RIPPLE EFFECT FUND: APPLICATION QUESTIONS PREVIEW

This is a **preview** only, please apply through our website here: https://apply.docsociety.org/apply/new/bfi-ripple-effect-2021

If you have any **access requirements** to be able to complete an application, please contact: hello@docsociety.org

TITLE OF PROJECT

DECLARATIONS

To apply for the BFI Doc Society Ripple Effect Fund, your application must meet the following criteria in this checklist:

1. I am submitting an application as:
    an official non-profit organisation, or an individual aged 18 or over and not in full-time education

2. The activity I am applying for is wholly documentary focused.

3. My proposed activity can be delivered before March 2022

4. The lead individual and project delivery team are aged 18 and over

5. I am based in the UK

6. The proposed activity will take place in the UK

7. I have considered how my project will meet the UK Diversity Standards

8. In order to finalise our selection, we often enlist some external reviewers who have expertise in audience and talent development in the UK independent documentary sector. Check here to confirm that you are happy for your project to be viewed by external parties.

9. I am applying for activity that intends to achieve one or more of the following aims: 1. Deliver innovative and essential documentary community activities in the UK with diversity and inclusion at the heart. 2. Strengthen and deepen the ambition of diverse community groups, networks, collectives, and organisations resulting in increased opportunities for documentary film. 3. Increase engagement with independent documentary film within underrepresented communities.

10. I take overall responsibility for delivering the proposed activity

11. I am applying for direct costs between £5,000 - £20,000 and the total budget of my project does not exceed £60,000

12. If my project is selected, I understand an evaluation and final cost report is to be submitted after the activity has been completed.

13. If my project is selected, I understand I will be asked to submit an Equality Monitoring report evaluating how I delivered against my diversity aims.

ABOUT THE APPLICANT

1. Full name of applicant

2. Email

3. Role of applicant

4. Contact number

5. Are you applying as;

   An individual
   An organisation
   A lead applicant on behalf of a partnership
   Other

6. If you answered 'other' to the above, please describe

7. Name of organisation (if applicable)

8. Type of organisation (i.e CIC – Community Interest Group

9. Your organisation's registered address (if applicable)

10. Company or charity number (if applicable)

11. Website

12. Social media handles

13. In which region of the UK do you currently reside?

   1. Scotland
   2. Northern Ireland
   3. England – North
   4. England – Midlands
   5. England - South West
   6. England – South East
   7. Wales
   8. London

14. How did you hear about the BFI Doc Society Ripple Effect Fund?

1. From a filmmaker, colleague or creative practitioner
2. From a funder
3. From an organisation
4. At a festival or film/creative event
5. Doc Society's newsletter
6. Doc Society's social media
7. Some other way

PARTNERSHIP

If your project will be delivered through a partnership structure, please provide details of your partner organisation(s). If you are applying with more than one partner organisation, please add:

1. Name of partner organisation

2. Partner contact name

3. Partner contact email

4. Description of partner organisation or group

5. Website

6. Social media handles

7. Where is the partner organisation based?

8. Please describe why you are making this application as a partnership?
Include any specific skills, knowledge and resources that both partners bring to the project

ABOUT YOUR PROJECT

1. Will the activity take place online / virtually?

2. Please provide a concise two-line summary of the activity you are applying for

3. What is your planned activity/proposal?

What will your project include, what type of activity is it (i.e mentoring, screening, networking ...) when will it take place and what are the target outcomes you will measure the activity against? Please include whether you plan to deliver the activity online or in-person (or a combination of both), and the rationale behind this.

4. What is the need or gap you are seeking to address, why is this important to you and how do you plan to address it?

5. Please outline your plan for implementing this activity

Please tell us about the practicalities of delivering your activity. Who will do the work, what resources will you use, do you foresee any technical or logistical challenges?

6. Who will benefit from this activity?

This may be audiences, participants, filmmakers, members of your group or community. Please provide a brief overview of who you intend to target for this project (including specific areas of under-representation addressed), your strategy for outreach (including any relevant partnerships), and any considerations that may be necessary for the full participation of those individuals. Please make clear what your existing relationship is with these beneficiaries - e.g. is this work community-led, does your organisation have a longstanding relationship with your intended beneficiaries etc.

7. How many people do you think will benefit from your activity?

8. Project Evaluation: please provide a summary of plans to measure your progress and the impact of your proposed activity
   Please provide a brief overview of your evaluation plan and specific, measurable targets for the work.

9. Please provide a brief overview of the timeline for your launch and implementation

10. Who will be doing the work and what is their experience of working on and delivering this type of activity?
Please provide short CV's for all those who will be involved in delivering the project.

11. What challenges and risks do you foresee when delivering your project? Please briefly identify these and describe how you will address them

12. Covid risk assessment - how do you plan to mitigate future covid related disruption? Briefly describe your plan.

13. What part of the UK is the activity taking place?

1. Scotland
2. Northern Ireland
3. Wales
4. North East England
5. North West England
6. South East England
7. South West England
8. Midlands
9. London
10. Nationally

BUDGET AND FINANCE PLAN

1. What is the total budget for your project? *Please state the total cost in GBP here only. You will also be required to upload a detailed budget breakdown.*

2. What amount are you requesting from the BFI Doc Society Ripple Effect Fund? *Please state the total amount in GBP here. (max £20,000)*

3. Do you have any other funding in place?

4. Please provide a link to your full project budget here OR upload your budget (in excel format) AFTER you have submitted your application (using the budget template provided here:
https://docsociety.org/static/core/pdf/RIPPLE_EFFECT_BUDGET.xls

BFI DIVERSITY STANDARDS

1. **Please demonstrate how your project, participants and the makeup of your team will tackle documentary sector under-representation in one or more of the following: age, disability, gender reassignment, sexual orientation, sex, race, religion or belief, marriage and civil partnership, pregnancy and maternity, regional participation and socioeconomic background and caring responsibilities.**

   If you are granted, you will be asked to provide a final Equality Monitoring report evaluating how you delivered in practice against your aims for diversity. For guidance please read: http://www.bfi.org.uk/about-bfi/policy-strategy/diversity/diversity-standards

SUPPORTING MATERIALS

1. **PLEASE CHECK "YES" to enable upload of your budget breakdown (required) and any other supporting materials (optional) you may wish to add AFTER you have submitted your application.**

   Please note: The upload button appears after you have completed and submitted your application. Please look under "my proposals", here you will see your submitted application, next to that in blue is an upload button. Press that and you can upload supporting materials. These need to be uploaded alongside your application & NOT sent via email separately.

   Yes ☐

DATA PROTECTION

Part or all of the information you give us will be held on an internal grants management system for the administration of applications and awards. We may also use this information for the evaluation of our Funds. We may provide copies of the information in confidence to further individuals or organisations who are helping us assess applications or monitor funding and also with other companies in the British Film Institute group of companies. We may use a credit reference agency to validate information you have provided in your application. This is not a credit check and will

not affect your ability to receive credit from other organisations. The credit reference agency we use may keep a record of the information and may disclose the fact that a search of its records was made to its other clients, in order to stop fraud.

By submitting this application, you are providing your informed consent (permission) for the BFI to run such an identity verification check, including its access, use and storage. If you have knowingly provided false or inaccurate information to us at any point, we may provide details to fraud prevention agencies. If you are a company this will include the names of the Company Directors at the time of the fraud. You must undertake to inform all Directors, Trustees and Committee members of this notice.

Please check this box to confirm that you have understood and agree:

Yes ☐

CONFLICT OF INTEREST

1. The British Film Institute is required to identify all relevant financial or personal interests that may exist between board members or employees of the BFI and applicants. This is to ensure that measures can be introduced to prevent a conflict of interest arising between those persons assessing the application for the British Film Institute and such applicant. Do you or any of your colleagues on the project have any financial and / or close personal relationship with any Board member or employee of the British Film Institute?

    No ☐

    Yes ☐

    If yes, please give details of the nature of your relationship (e.g. spouse, relative, financial interest):

EQUALITY MONITORING FORM / S

1: Are you the lead applicant?

2: What is your gender:

- o   Female
- o   Male
- o   Non Binary
- o   Prefer to self-describe
- o   Prefer not to say

3: Gender Identity: Do you identify as trans? Yes / No

4: What is your ethnicity:

- o   Prefer to self-describe
- o   Black African/ Black British
- o   Black Caribbean/Black British
- o   Any other Black/African/Caribbean background
- o   South Asian/Asian British
- o   East Asian/Asian British
- o   South East Asian/Asian British
- o   Any other Asian background
- o   White & Asian
- o   White & Black African
- o   White & Black Caribbean
- o   Any other Mixed/multiple ethnic background
- o   Arab
- o   Irish
- o   Any other background
- o   White British (English/Welsh/Scottish/Northern Irish)
- o   Gypsy or Irish Traveller
- o   Any other white background
- o   Prefer not to say

6: Age:

- o   18-19
- o   20-24
- o   25-29
- o   30-34
- o   35-39
- o   40-44
- o   45-49

- 50-54
- 55-59
- 60 or over
- Prefer not to say

5: Disability: Do you consider yourself to have a disability, impairment, learning difference or long-term condition?

- Yes
- No
- Prefer not to say

7: Please tell us your sexual orientation:

- Bisexual
- Gay Man
- Gay Woman/Lesbian
- Heterosexual/Straight
- Prefer to self-describe
- Prefer not to say

8: Where are you based:

- Scotland
- Wales
- England – London
- England – South East
- England – South West
- England – North
- England – Midlands
- Northern Ireland

9: Socioeconomic background: What type of school did you mainly attend between the ages of 11 and 16?

- Attended school outside the UK
- Independent or fee-paying school – bursary
- Independent or fee-paying school – no bursary
- State-run or state-funded school – nonselective
- State-run or state-funded school – selective on academic, faith or other grounds
- Don't know
- Other
- Prefer not to say

10: Socioeconomic background: When you were 14, what did the main income earner in your household do for a living?

o   Clerical and intermediate occupations e.g. secretary, nursery nurse, office clerk, call centre agent
o   Semi-routine manual and service occupations e.g. postal worker, security guard, machine
o   worker, receptionist, sales assistant
o   Senior managers and administrators e.g. finance manager, chief executive
o   Technical and craft occupations e.g. fitter, plumber, printer, electrician
o   Traditional professional occupations e.g. accountant, solicitor, scientist, medical practitioner
o   Unemployed/never worked/long term sickness
o   Prefer not to say
o   Middle or junior managers e.g. office manager, warehouse manager, restaurant manager
o   Modern professional occupations e.g. teacher, nurse, social worker, artist, musician, software designer
o   Routine manual and service occupations e.g. van driver, cleaner, porter, waiter/waitress, bar staff

11: Caring responsibilities: Do you have caring responsibilities?

o   None
o   Prefer not to say
o   Yes
o   No
o   Prefer not to say

13: If yes, select one of the following:

o   Primary carer of a child or children (under 18)
o   Primary carer of disabled adult (18 and above)
o   Primary carer of disabled child or children
o   Primary carer of older person (65 and above)
o   Secondary carer

12: Return ships: Are you returning to work following an extended period (12 months or more) of absence?

o   Yes
o   No
o   Prefer not to say

13: If yes, select one of the following

o   Period of ill health
o   Primary carer of adult (18 and above)
o   Primary carer of child or children (under 18)

o   Prefer not to say

14: Please tell us your religion or belief:

o   Buddhist
o   Christian
o   Hindu
o   Jewish
o   Muslim
o   Sikh
o   No religion
o   Other
o   Prefer not to say

15: Nationality:

COMPLETE: BEFORE YOU SUBMIT!