Please note that this document issued August 2012 replaces all previous versions of the Young Film Fund Studio Grant guidelines.

Young Film Fund

Studio Grant Application Guidelines

Supported by:

What's on offer?

The Young Film Fund offers short term filmmaking project funding. With the First Light Studio Grant, organisations can apply for a grant up to £30,000 to make up to four short films up to 3 minutes in duration per film.

When can I apply?

The total number of Studio applications that will be accepted for this round is 30. Once we have received 30 applications the round will close and no further applications will be accepted. At top of each page of our online application form there is an application counter that allows applicants to track how many applications have been submitted. If the cap of 30 applications is not met then the round will close at **2pm on 18 October 2012**. All applicants will be informed of the outcome of their application in writing on or before 13 December 2012.

What First Light will fund:

- Projects which provide filmmaking training for young people aged 5-19 years;
- Projects that match disadvantaged young people with professional filmmakers;
- Projects that empower young people to lead in all areas of the filmmaking process;
- Project that start after 13 December 2012 and end by 13 September 2013;
- Films that are 3 minutes or under;
- Films made in the UK, primarily involving young people who live in the United Kingdom.

What First Light won't fund:

- Films written and/or directed by adults;
- Projects where young people do not take lead roles in all areas of the production;
- Sole Traders;
- Projects that support the National Curriculum or a College/University course;
- Films that promote an organisation or its activities, campaigning or fundraising vehicles;
- Training videos, music videos, multimedia or web based projects, 'Making of' documentaries;
- Straightforward recordings of arts (or other) events, TV style magazine programmes, video diaries, vox pops or Studios for longer films;
- Projects that include equipment purchase costs that calculate to more than 10% of the grant amount.
- Projects that engage young people aged over 19 years. Projects that meet First Light's learning difficulty and/or disability definition may engage young people aged 20-25 years, please see our FAQs at the end of this document for further details.

How much can I apply for?

Organisations can apply for a grant of up to £30,000 with the Studio Grant. First Light will fund up to **80% of the total cost of your project** to a maximum of £30,000. Applicants will need to provide **match funding of 20% of the total project cost**, a minimum of 10% of this match funding must be cash and the remainder can be made up of cash and/or in-kind contributions.

Staff time, equipment/venue loan are all examples of in-kind contributions. If the total cost of your project is £40,000 your project income might read:

First Light funding:	£30,000
Other funding (cash):	£5,000
In-kind contribution:	£5,000
Total cost of film:	**£40,000**

First Light grants cannot be matched against BFI Film Academy Network funding or Lottery grants obtained via BFI RIFE distributors. Charges to project participants or income from the sale DVDs featuring the films funded by the grant cannot be used as match funding.

Eligibility criteria:

If you can answer 'yes' to the following questions, First Light's Studio grant may be for you:

- Are you a school or local authority?
- If not, does your organisation have a written constitution and are you registered with Companies House?
- Does your organisation have a dedicated bank account in the name of the organisation?
- Does your organisation **OR** any of your partner organisations have a strong track record of working with 5-19 year olds?
- Does your organisation **OR** any of your partners have filmmaking experience?
- Does your lead filmmaking mentor have a film and/or television industry credit on their CV that falls within the last 12 months?
- Do you have match funding equivalent to 20% of your total project costs?

Submitting an Application

All applications should be made using First Light's online application forms, click here or visit the funding page of our website to begin your application. Applications that are not submitted using First Light's online forms will be deemed ineligible and declined.

Remember to keep a copy of these guidance notes and your completed application form for your own records. You are required to make a full submission for each application you make to First Light including all of the requirements listed in the Application Checklist (see page 4).

How long will I have to complete my project?

Organisations that make a successful application to First Light's Studio Grant Scheme will have 9 months to complete their project from the announcement date. Projects must be delivered on or before 13 September 2013.

Funding Priorities

First Light funding is available for organisations delivering filmmaking projects across the UK. However, there are some regions and nations that have been underrepresented in recent funding rounds. For 2012 First Light will be actively encouraging applications from the North

East of England, Wales, the East of England and Northern Ireland. First Light is also specifically looking to fund applications that include accreditation as part of the filmmaking project. Further information on accreditation can be found here.

Application checklist

When submitting your application online, you will need to attach the following compulsory supporting documents:

- Detailed Budget;
- Detailed Production Schedule;
- A supporting letter from each of the partner organisations;
- CVs for each of the adult filmmakers **and** project management staff/freelancers;
- Your most recent set of audited accounts*
- Your Memorandum and Articles of Association or Constitution for your organisation*
- A showreel of recent youth led film work. Applicants can upload a web link to their showreel or send a DVD copy**

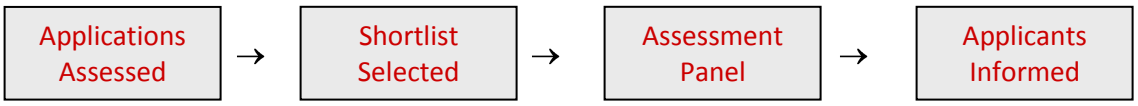
* Not required if you are a school or a local authority. If you are a new organisation and do not have audited accounts please **provide up to date management accounts** and a **cash flow forecast** for the forthcoming year.

**If you need to send the DVD copy of the showreel in the post, please send it to the following address by the published deadline, remembering to clearly mark it with your organisation name. DVD show-reels that arrive later than 2pm on 18 October 2012 will not be accepted as part of your submission: First Light, Young Film Fund Applications, Studio 28, Fazeley Studios, 191 Fazeley Street, Birmingham, B5 5SE.

Studio Grant Assessment Criteria

How will my application be assessed?

All applications are assessed against our assessment criteria and decisions on funding are made by an Assessment Panel. The assessment procedure is as follows:



During external assessment each application will be scored using the following scale. Applicants that score 2 or below against any of the assessment criteria will be rejected.

1 – Very poor – only meets the criteria in a limited way and is weak
2 – Poor – project has some strength but only meets the criteria in a limited way
3 – Average – has some strengths and partially meets the criteria
4 – Good – meets the criteria fully
5 – Strong – meets the criteria extremely well
6 – Outstanding – is excellent against this criteria with key strengths

Assessment Criteria

The Film Ideas

First Light seeks to fund projects that are based on imaginative, entertaining and cinematic film ideas created by young people. Ideas that have been suggested by and/or written by adults will not be funded.

In order to qualify for First Light funding applicants should consult with young people prior to applying to enable them to shape the idea, style and genre of the film. Under this criterion you will be required to demonstrate how you have worked with young people to develop the film idea and if successful, how you will work with them to develop the film idea into a script ready for filming. A strong application will incorporate film watching and film discussion into the programme of activity. We highly recommend applicants pay a visit to our website, to view some of First Light's award winning films before submitting an application.

As part of your application you will be required to describe your film idea. Please consider the following when preparing your application.

Film Synopsis

The synopsis is a short introduction to the story, the characters and the world they inhabit and should be no more than 40 words.

What is the film idea?

- What was the inspiration for your film idea?
- How has it been developed by the young people so far?
- How has watching and discussing of other short films informed the process?
- How do you plan on ensuring all young people recruited will have the opportunity to shape the idea and lead on this process?
- What is innovative about this film idea and what will make it stand out from other applications?

What genre will the film be and why has this been chosen?

- What genre will the film fall into e.g. Documentary, Drama, Horror, Thriller etc?
- How did you explore different genres and styles of film with the young people?

New Opportunity

The Young Film Fund supports projects that target disadvantaged young people to improve their life chances and choices. First Light is committed to providing access to filmmaking in areas where it does not already exist. First Light does not have a single, fixed definition of disadvantage, but expects applicants to have their own strategy for engaging hard to reach young people. The application form will ask you to provide information about the young people you hope to work with along with their age, ethnicity. We understand that this may change once the final group of young people have been recruited, but we need to ensure that your

anticipated participants meet our criteria. Please consider the following when preparing your response:

- What is your strategy for recruiting and engaging disadvantaged young people?
- How will your project provide specific opportunities for marginalised or excluded voices?
- What will you do if some of your group drops out halfway through the project?
- Have any of the participants had access to filmmaking in the past?
- How will you support disadvantaged young people who may not previously have had filmmaking opportunities?
- If you plan to work with a group of young people of various ages, how will you tailor the project to ensure their individual needs are met?

Authorship

First Light funds filmmaking projects that train and empower young people to write, direct, shoot and edit their own film. This criterion examines the level of control and ownership afforded to young people throughout the project and seeks to ensure that funded projects secure high learning impact amongst the participating young people. Please consider the following when preparing your response:

- How will young people have control and ownership of the completed films?
- What training will the participants receive?
- What roles will they carry out?
- What areas of the project will young people have significant creative and technical control over?
- How are you planning to ensure that the young people come away with the desired learning outcomes and which learning outcomes (described below) will be encouraged at each stage of the project?

Through providing opportunities for young people to take part in filmmaking projects such as the one you are planning, First Light specifically want young people to come away with the following learning outcomes:

1. Young people gain enjoyment and fun from working on an First Light project;
2. Young people develop increased skills in filmmaking, information communication technology (ICT), literacy and communication;
3. Young people develop team working skills;
4. Young people develop transferable skills for school and life;
5. Young people develop increased self confidence, feel good about themselves and feel pride in their achievement;
6. Young people feel good about others;
7. Young people are more aware of their own learning;
8. Young people want to learn more.

Strength of Support

Collaboration between professional filmmakers and young people is essential to a successful First Light project. This criterion covers how the young filmmakers will be supported in their

ambitions to learn about the creative and technical aspects of filmmaking. Please consider the following when preparing your response:

- First Light aims to fund projects that match young people with professional filmmakers. To qualify for funding, the lead filmmaking mentor must have a film or television industry credit on their CV that falls within the last 12 Months.
- How will the young filmmakers be supported in their ambitions to learn about the technical and creative aspects of filmmaking?
- Is the project appropriately staffed and supported by your organisation and your partners?
- What are the filmmaking and project management skills that your organisation and partners will contribute?

Audience

This criterion deals with the audience appeal along with your distribution and exhibition plans. Please consider the following when preparing your response:

- Will the films be made with a particular audience in mind?
- Will the films have audience appeal beyond the young people, their families and peers?
- Where will the films be exhibited?
- Do you have an exhibition partner or interesting screening plans?
- How will the young filmmakers be encouraged to lead on the distribution and exhibition plans?

Visit the 'How to Make a Film' section of our website for further advice on distribution.

Organisational Strength

It is important that the organisations we fund have a strong track record of running filmmaking projects with young people. It is equally important that organisations have a clear and robust management structure and processes in place for effective financial management. Please consider the following when preparing your response:

- What is the management structure of your organisation?
- What reporting systems will be put in place to report problems to senior management and First Light?
- Has your organisation managed projects of this scale before, in terms of finance and working with young people?

Project Planning

Your schedule will indicate if sufficient time has been allocated to each area of the production process and should include room for flexibility should you encounter any problems. Please include the following when preparing your schedule:

- When each session will happen?
- How long will each session be?
- Where they will be held?
- Have you provided a description of the activity and learning outcomes for each session?

- Which project staff/mentor will be leading on them?
- What additional support/staffing will be provided?

The schedule should also run from pre-production to post-production and exhibition, detailing how young people will be involved at each stage of the process. Please note that First Light cannot fund projects retrospectively, therefore, your project should not begin before you have received confirmation that your application has been successful.

Budget

Your budget should be well researched, reasonable for the scale of the project and represent good value for money. As a guide, First Light grants should meet a value for money target of £400 per beneficiary. Please consider the following when preparing your response:

- Is your budget easy to read?
- Have you included costs for all of the activity and staffing outlined in your application?
- Does your budget include provision for all aspects of the production process from planning through to marketing and exhibition?
- Does your budget comply with the match funding requirements for the Studio Grant Scheme?
- Is each source of cash/in-kind match funding be realistic and achievable?
- If applicable, do your equipment purchase costs calculate to no more than 10% of the grant amount?

You are able to include relevant overhead costs in your budget. Applicants are strongly advised to ensure that overheads are clearly broken down in to headings that are easily relatable to the project. Applications that include large overhead costs with no explanation of how they've been calculated risk having their funding application declined.

Guidelines issued by HM Treasury in May 2006 state that it is legitimate for third sector organisations to recover the appropriate level of overhead costs associated with the delivery of a project. First Light is committed to the principle of full cost recovery as we understand that it could contribute to the sustainability of the sector.

Development

This criterion applies only to organisations that have received First Light funding in the past. Please consider the following when preparing your response:

- How will another award from First Light enable your organisation to move forward in terms of new partnerships, new practice or a new challenge?
- What is new and innovative about this proposal compared to the previous one?
- Will you be working with a different group of beneficiaries in this new project?

Frequently Asked Questions

Can I apply to First Light if I've had a previous application rejected? Previous applicants to First Light (whether successful or unsuccessful) can re-apply, but only with a new idea or a significantly re-worked proposal.

Can I apply if I have been funded before? Yes but your project **must be complete before you submit a new application**. Organisations who have been signed off as incomplete previously should not re-apply.

Can I include the purchase of a camera, editing equipment, software etc. in my application? Yes, however, the cost of buying equipment must be no more than 10% of the grant requested.

Can I submit more than one application? No. Organisations can only be in receipt of one funding grant at any time.

Some of the young people I want to work with are 20, can I still apply? All participants in First Light projects should be aged between 5 and 19 years old. There are opportunities for organisations working with young people with learning difficulties and/or disabilities to increase the age range up to 25. In defining learning difficulty and/or disability First Light uses the Learning and Skills Act 2000 for guidance. The act states that a person has a learning difficulty or disability (LDD) if:

(a) he/she has a significantly greater difficulty in learning than the majority of persons of his /her age, or;
(b) he/she has a disability which either prevents or hinders him/her from making use of facilities of a kind generally provided by institutions providing post-16 education or training.

Applicants should use the New Opportunity section of the application form to explain how the participants meet definitions (a) and/or (b) detailed above.

How long should the completed films be? Each film must be 3 minutes or under. If the completed films run over 3 minutes they will not be eligible to be submitted to the annual First Light Awards (a celebration of the best First Light films) and their inclusion in showreels and exhibition packages will be limited. Terms of funding will not have been met.

Can schools apply? Yes. School are eligible to apply but you must demonstrate that you will be working with a professional filmmaker on the project. The filmmaker must have appropriate skills and experience to work with the pupils. You should also include in-kind costs of support from teaching staff in your budget. First Light cannot fund projects which in any way contribute to the delivery of curricular activity. Applications from schools must demonstrate that their proposed project will fall outside of the curriculum.

Do I need to arrange a screening for the film? You do not need to have identified firm plans for a screening but we do want you to think about what you will do with the film, its potential audience and where it will be exhibited. This should be demonstrated in your application and will be reviewed as part of the assessment process. We want to see that at a minimum, young people will be involved in planning and co-ordinating a screening. You should consider how the young people will develop an understanding of audience and exhibition. This should also be

identified in your production schedule. You may want to consider submitting your film to a film festival.

How soon will First Light let me know about the outcome of my application? The application deadlines and corresponding announcement date is detailed on the **When can I apply?** section on page 2.

I have submitted my application form online; do I still need to send in a hard copy before the deadline? No. Please refer to the guidance given in the **Submitting an Application** section of the guidelines on page 3.

Where can I get more information or inspiration? Go to our website www.firstlightonline.co.uk and visit the 'movies' section to watch a selection of films made by young people and funded by First Light.

If you are a UK School, College, University or Public Library you can access useful BFI Screen Online moving image material for free http://www.screenonline.org.uk/help/register.html#eduusers. If you're working with young people aged 12 and under the Film Street website is packed with ideas and resources aimed at engaging young people in filmmaking, visit www.filmstreet.co.uk for further information.

We are interested in shooting in High Definition (HD) but would like some further guidance; can First Light provide any information? First Light have produced a handy guide for shooting in HD, please click here or visit the funding page on our website to download the guide.

I've read the guidelines and FAQs but I still have some questions? Please email info@firstlightonline.co.uk or call First Light on 0121 224 7511. Please note, however, that any advice is for guidance only and applicants should not interpret pre-application support as an indication that their project will be funded.