



Local Film Festival supported by Film Hub Scotland

## Guidelines: Local Film Festivals Open Access Fund

*Please read these Guidelines carefully before completing accompanying Application Form.*

### Section A – General Introduction Regional Screen Scotland

Regional Screen Scotland (RSS) is the development agency for access to the cinema experience in under-provided communities in Scotland.

In previous years RSS has offered funding to local film festivals in many different areas of Scotland and incorporating a variety of styles of event and content. Based on previous years' experience, a programme of funding is being offered for 2014-2016.

Local film festivals provide an important opportunity for audiences to engage with a broader range of films than is usually offered in cinemas, arts centres and film clubs; they also support the growth of the general infrastructure for cinema exhibition in under-provided for communities.

### Section B – Local Film Festivals Open Access Fund

These guidelines for the Local Film Festivals Open Access Fund provide information on how to apply; the assessment process; the criteria against which decisions will be made and the Standard Terms and Conditions which will apply if Regional Screen Scotland agrees to offer a grant.

Please read these guidelines before signing and returning your application. By signing the application you are accepting the standard conditions of funding set by Regional Screen Scotland.

**This scheme is intended to assist film festivals, cinemas, film clubs, community groups, and other bodies seeking to present a public film festival.**

**Tours of film festival programmes to rural and remote areas will no longer be funded by RSS as the Creative Scotland Open Fund now caters for touring programmes. National festivals that work with local communities to develop skills and capacity may be considered – contact RSS to discuss.**

Grants are available to support local film festivals and similar activities up to a **maximum of £3,000 per organisation in any one year.**

Grants are available to support unique events and activities that will offer the best quality cinema and festival experience. Grants are also available to support the development of new film festivals, and audience development events.

Please contact Regional Screen Scotland if you require clarification on whether your festival, event or activity is eligible for support.

## **1. Aims of the scheme**

The scheme is intended to assist film festivals, cinemas, film clubs, community groups, and other bodies seeking to present public film festivals in areas of cinema under-provision in Scotland.

The scheme supports Regional Screen Scotland's aims to develop and increase access to the cinema experience - and Creative Scotland's aims to increase and improve access to high quality cultural events across all areas of Scotland - particularly outwith the Central Belt.

The scheme also supports Film Hub Scotland's aims to foster deeper and broader engagement in film for audiences across Scotland.

### **The Objectives are:**

- To support high quality, public film festivals and other unique cinema audience development activities
- To develop skills and capacity in the exhibition sector and communities
- To encourage sustainability in the exhibition sector infrastructure
- To increase opportunities to show specialised, short and archive film across Scotland, with particular emphasis on small and remote communities
- To bring communities together to enjoy a shared moving image experience

## **2 Application eligibility**

- The funding scheme is open to properly constituted organisations (not individuals).
- The film festival must take place in areas prioritised by Regional Screen Scotland, namely areas of cinema under-provision within Scotland. *(In general, activities taking place within Edinburgh and Glasgow are excluded.)*
- The organisation must be financially viable and the applicant must demonstrate that the festival activities will be delivered as described in the application form.
- In assessing applications we will consider how the funding would:
  - enhance an existing festival
  - be used to develop an informed audience for cinema
  - form part of a strategy or plan for arts, media or community
  - meet an existing demand for screenings of moving image media
- Recipients of the award must use the funding exclusively for the events and programme stated in the application.

- We will fund festivals for more than one year based on a new annual application.

### **2.1 Timescale for relevant expenditure**

- We will not fund any activity which has started, or which will have started before we give you a decision on your application.
- We will not pay for any goods or services which you order before receiving our official decision and offer letter. We would advise against you making any commitments to others based on the outcome of your application.
- The start date is the point at which your preparatory work represents a commitment, financial or otherwise, to carrying out the whole project and should ideally be at least 4 weeks after our decision.
- You must not refer to our support in publicity material before you have received our offer letter, and met any conditions that may be included in this.
- The festival activity must take place in the month(s) stated in your application.
- You must contact Regional Screen Scotland immediately if you propose to change the period during which your activity will take place.
- Expenditure based on the funding should be completed within 3 months of the end of your festival.

### **3. Total Investment Available**

- Maximum investment per organisation per year: £3,000
- The total possible investment in the scheme is up to £60,000 across three years - £20,000 per annum

<h2><b>Section C – Assessment Criteria</b></h2>
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Regional Screen Scotland may not be able to fund all the applications which meet our Assessment Criteria (as outlined below) or award the amount of money requested.

Regional Screen Scotland assesses all applications against the following specific criteria:

#### **1 Audience Development**

Please state clearly how the use of the grant will help to increase and/or develop audiences for cinema in your area: e.g. by targeting a particular group or community, or filling a demonstrable gap in geographic coverage.

#### **2 Programming**

Please describe your current or proposed programming policy, including evidence of market research (e.g. survey of current or potential audiences), and a rationale for your programme plans.

### **3 Constitution**

Please provide evidence that the applicant is a properly constituted body (e.g. an unincorporated association, a company limited by guarantee, a trust, or a community interest company). This funding is not available to individuals, unconstituted groups, or wholly commercial companies. The evidence could be a founding document (e.g. constitution), an annual report, or a letter of offer from a previous funder (e.g. Council, Awards for All).

### **4 Management**

Please provide evidence that the applicant has a sound track record in managing events and projects. This could be in the form of a reference from a Council cultural officer, or from an organisation in receipt of annual funding from Creative Scotland.

### **Assessment Panel**

The assessment panel will include officers from Creative Scotland, Film Hub Scotland and Regional Screen Scotland as well as at least one Board member from Regional Screen Scotland. The panel will be responsible for ensuring that the investment is spread across a range of activities and takes geographical diversity into account.

If your application is successful, a formal offer letter detailing the terms of investment will be issued.

## **Section D - Application Procedure**

### **1 It is essential that:**

- You read these guidelines carefully. At the end of the application form you will be required to state that you have read and understood these guidelines.
- All documentation relevant to your application must be submitted at the time of application.
- All documentation that requires signatures must be signed by all relevant parties at the time the application is submitted, failure to do so will result in rejection.

### **2 The Application Process**

Applications along with any supporting documents must be received at least 8 (eight) weeks prior to your festival and event taking place.

Completed and signed application forms should be submitted to Regional Screen Scotland (LFFOAF), 20 Forth Street, Edinburgh EH1 3LH.

An electronic copy of your application is acceptable.

Please email to: [admin@regionalscreenscotland.org](mailto:admin@regionalscreenscotland.org) and copy [ginnie@regionalscreenscotland.org](mailto:ginnie@regionalscreenscotland.org)

Once your application has been received, we may contact you for further information before the application is considered by the Assessment Panel.

Grant award decisions will be communicated to applicants as soon as possible following the assessment decision. An Offer Letter will then be generated approximately 2 weeks following the application decision. Details of the payment schedule will be contained in the offer letter.

The funding will usually be provided in two payments. 80% will be payable on your acceptance of the offer letter's conditions and submission of an appropriate invoice. The remaining 20% will be payable on completion of your festival and on receipt of a report detailing the festival's outcomes (*evaluation*).

The schedule for applications and assessment decisions is detailed below:

We have introduced a rolling programme of application and assessment. Your application will therefore be assessed within 6 weeks of its receipt by RSS.

### **3 Appeals Procedure**

You can appeal against a funding decision only if there was additional information which existed but was not made available at the time the grant was considered, which would have materially altered the decision, or if the applicant considers there has been malpractice. Information on Regional Screen Scotland's appeals procedures is available from the staff contact given below.

### **4 Publicity**

You should note that it is Regional Screen Scotland's policy to publicise the award of grants. All grants may be announced by either Regional Screen Scotland or Creative Scotland through the media or other means.

Successful applicants are required to include Regional Screen Scotland's logo, as provided in respect of this fund, in all marketing materials including web sites and email newsletters.

### **5 Standard Conditions of Regional Screen Scotland Financial Support**

If your application is successful, you will have to comply with all of the following conditions. In addition to these Standard Conditions of Regional Screen Scotland Grant Aid ('Standard Conditions') please note that we may also add specific conditions to your particular grant after the application is assessed.

1. You must use the grant for the project/activity you applied for and for the purpose set out in the approved application. At no time can you make any significant changes to the project/activity described in the approved application without the written consent of Regional Screen Scotland.
2. You cannot transfer the grant to any other organisation without the written consent of Regional Screen Scotland.
3. If there is an under-spend on the project/activity you must return the appropriate share of the grant to Regional Screen Scotland.
4. In accepting financial support you acknowledge acceptance of the Regional Screen Scotland logo usage guidelines to be used on any publicity relating to this grant. (*Logo usage guidelines are issued with letters of offer of financial support.*)

5. We expect all recipients of financial support to have a clear commitment to equalities best practice, as far as is reasonably possible in your particular circumstances. (Please refer to Creative Scotland guidelines and equalities monitoring procedures.)
6. Following completion of your festival each year, you will be required to supply Regional Screen Scotland with an Evaluation Report and with any further financial or other information that may be deemed necessary by Regional Screen Scotland to monitor the grant expenditure.  
  
You will be required to comply with monitoring arrangements as required by Regional Screen Scotland in relation to the festival and to provide Regional Screen Scotland with any information it requires to establish that the festival has been completed properly in accordance with the Offer Letter and funding agreement.
7. The grant may have to be repaid in full or in part if any of these standard conditions are breached.
8. If there is a material change of purpose, ownership or organisation structure during the life of the project then Regional Screen Scotland reserves the right to reconsider the application and you may be required to repay the grant.
9. In addition to the above, and subject to the provisos below, the grant shall become repayable and any future payments stopped where:
  - i) the organisation ceases to operate (unless it merges with, or is replaced by another body, which is able to fulfil the purposes of the financial support to Regional Screen Scotland's satisfaction);
  - ii) your organisation closes down or is declared bankrupt, goes into receivership or liquidation;
  - iii) you fail to apply the grant for the purposes for which it was intended;
  - iv) you do not complete the project/activity;
  - v) we discover that you gave incorrect, misleading or fraudulent information on your application form;
  - vi) where at any time during and in respect of completion of the project/activity or initiative, you have acted:
    - (1) fraudulently
    - or
    - (2) negligently, to the extent that in the opinion of Regional Screen Scotland it has a material effect on the project or activity.
10. Regional Screen Scotland can only guarantee to pay you the grant if Regional Screen Scotland continues to receive funds for this purpose.
11. You cannot sell or give away assets which you bought with the grant without the written permission of Regional Screen Scotland. If you sell these assets, you must pay Regional Screen Scotland an agreed share of the money you receive for them.

Further information is available from the LFFF Manager, Regional Screen Scotland,  
20 Forth Street, Edinburgh EH1 3LH.

Tel: 0131 550 3734 Email: [admin@regionalscreenscotland.org](mailto:admin@regionalscreenscotland.org) copying  
[ginnie@regionalscreenscotland.org](mailto:ginnie@regionalscreenscotland.org)