



THE
NATIONAL
LOTTERY®



NETWORK

INSIGHT: NEW PRODUCER PROGRAMME

GUIDELINES FOR PARTICIPANTS

(BFI NETWORK FUNDING)

Introduction

The Insight New Producer Programme is a nine-month professional development programme delivered through BFI National Lottery funding for up to 12 talented new producers with the aim of equipping them with the confidence and ability to realise their creative and business ambitions. The course will be modular and entirely practical in its approach.

The overall aim of the programme is to furnish producers, who are approaching their first feature and who have a strong track record in short form work, with the in-depth knowledge and skills necessary to navigate the entire life-cycle of a feature film from initial concept through to delivery. It will take a close look at how the producer's role sits in a pivotal position between and within the core creative team and finance, sales and distribution.

Programme Overview

We expect the programme will be made up of at least five core modules; each module will take place over two to three days (probably across weekends) commencing in late May/early June 2020 with a commitment for 50% of the programme to take place outside of London.

Successful applicants would need to be able to commit to attending the whole of the programme, roughly 24 workshop days in total with overnight stays, over a nine-month period.

Key topics to be covered during the programme are likely to include but are not restricted to:

- Development:
 - o Developing the producer's unique voice and identity;
 - o Tools for talent tracking
 - o Developing projects for different platforms: television, games, VR/immersive, VOD etc
 - o Financing development and working with funders through the development process

- Managing the creative relationships with writers, directors, script editors and execs
- International development labs and collaborations
- Business planning and psychology:
 - Growing your business and developing a sustainable and robust business model
 - Developing individual resilience and leadership
- Business Affairs - building firm legal foundations:
 - Module looking at IP, securing rights and building a robust legal foundation for your project
 - Overview of key contracts and methods of working successfully with lawyers and Business Affairs
- Packaging and Financing
 - Moving through late stage development and early pre-production, cashflow considerations
 - First principles of international co-production
 - Working with casting directors
 - Attracting sales agents and distributors
 - Raising production finance
 - Participation in the Production Finance Market at London Film Festival
- Production and Post-Production
 - Closing finance and moving into prep
 - Crewing up and key agreements
 - Role of producer on set
 - Navigating the edit, music, clearances, deliverables
- Marketing and distribution:
 - Presales;
 - Festival strategy;
 - Finding and working with distribution companies;
 - New platforms
- Berlin market trip to EFM in February 2021

Dates and locations of the workshops will be confirmed by end of March 2020. Should any successful applicants be unable to attend the scheduled dates, they will have the opportunity, prior to commencement, to elect to leave the programme without financial implications (see Offer of place - Special terms and conditions for participants below).

Who can apply?

We are looking for a diverse range of talented new producers from all over the UK, who have a strong track record of short form work (short films, web series, music videos etc) and who are developing interesting talent relationships with writers and writer/directors. Applicants need to be taking active steps towards developing a slate of fiction feature, documentary and/or television projects.

In order to be eligible to apply you must be able to satisfy all of the following conditions:

- Resident in the UK
- Over 18 and outside of full-time education

- Have a minimum of two producing credits (Producer, Co-Producer, Line Producer, Executive Producer, Associate Producer) across the following:
 - screen-based work that has been commissioned/funded by a third party and publicly screened including short film, TV and online drama, commercials, music videos, short form documentaries and Artist’s Film & Video
 - short film work that has been screened or won an award at a BAFTA-recognised film festival¹, or has been picked up for theatrical distribution or broadcast television
- Have at least one feature project in development but not yet have made or released your debut feature film. By ‘released’ we mean you won’t have made a feature that has secured commercial distribution.

Unfortunately, we can only accept applications from solo producers not co-producing teams/partnerships. Such co-producing partners would need to submit a separate application per person.

At key points throughout the programme, participants will be joined by producers on the latest BFI Vision Awards programme. **Please note you cannot apply for both the Insight New Producer Programme and the current round of Vision Awards; any applicants that do will be deemed ineligible for this programme.**

If you are interested in applying for the Vision Awards please take care to read the guidelines which are published on the BFI website. If you are unsure which programme you are best suited for please email bfinetwork@bfi.org.uk

Above all we are looking to identify new producers who have the ambition, skills and resilience to become the next generation of exciting independent producers.

How to apply

Please complete and submit the online application for Insight via the link on the webpage by midnight on **6 January 2020**. We are unable to accept any applications after this date.

We can provide assistance to applicants who have a disability, are D/deaf, have a visual or hearing impairment or are neurodiverse, where this support is needed in order for someone to make an application. Visit [Access support for BFI Film Fund applicants](#) for information.

If you require any other support to complete or submit an application please contact bfinetwork@bfi.org.uk before the closing date.

Before applying, you should [read the BFI Diversity Standards](#): a set of measures that prompt applicants to consider how they can contribute to creating a more inclusive UK film industry. You’ll be asked to answer a question about this in your application but will not be required to complete the full Diversity Standards form used for our feature funding.

¹ http://awards.bafta.org/sites/default/files/images/shorts_qualifying_festivals_list_2019_20.pdf

As part of your application, you will also be required to supply the following key information:

- A short biography
- A personal statement setting out why you think you would benefit from taking part in this particular skills development programme
- A description of up to three projects you are currently developing (please indicate current status /format/ genre/ logline/ key references/ existing talent attached)
- A short statement setting out which British first feature released in the last three years you have found particularly inspiring and why
- A short statement setting out what you think the key challenges facing first time feature producers are in the present day and how taking part in the Insight programme will give you the tools to confront them
- A short statement explaining which UK producer/production company you are particularly inspired by and why
- A list of up to five films that you wish you had produced
- Links to work which meets the eligibility criteria outlined above.

We anticipate a very high volume of applications and competition for places will be considerable. We can only support a small number of applicants so please do take time and care when drafting and submitting your application.

What happens next?

Participants will be selected on the overall strength of their application, as well as their eligibility for the programme. We will also take into account:

- the extent to which the programme is likely to benefit your career progression as a producer
- the strength of your work to date and your upcoming projects
- how creative and strategic your approach is to developing talent relationships
- your understanding of the contemporary UK market for first features

Stage 1: Eligible applications will be read and assessed by the BFI NETWORK team. We may also use external assessors depending upon the overall number of applications that we receive.

Stage 2: Following assessment, a shortlist of applicants will be prepared. Those not selected for the shortlist will be notified by email. Shortlisted applicants will be invited for interview; the panel will include members of the BFI NETWORK and Film Fund team. Interviews are likely to take place week commencing 24 February.

We regret that owing to the large number of applications we receive we are unable to provide feedback to applicants other than those called for interview.

We are unable to accept resubmissions or alterations of applications after the application deadline unless further information or supporting material is requested from the assessment panel.

Successful applicants will be notified by **week commencing 2 March 2020**. Please note that this date may change, depending on the volume of applications we receive.

Offer of place - Special terms and conditions of participation

If you are selected as a participant, you will be asked to enter into an agreement with the BFI setting out the terms and conditions attaching to your participation in the programme. These will include:

- confirming your participation and supplying us with personal details authorising us to make arrangements in your name.
- As a participant in the Programme funded you will be benefiting from a non-cash grant funded through the National Lottery. As such, as an award recipient, we are required publicise information about Insight participants including names and a brief biography.
- All reasonable travel and accommodation costs associated with participating in the programme will be met by the BFI provided that they are agreed with us in advance or booked directly by the BFI. We will not be providing subsistence or “per diems” but meals may be provided during sessions.
- We will also meet reasonable costs associated with any personal access needs that an individual might encounter in order to participate fully in the Programme. We define such needs as specific support required by people who are disabled or have a physical or mental health condition, which have an actual cash cost. For example: a BSL interpreter or additional transport or accommodation costs for disabled individuals. Successful applicants are invited to discuss this with us once they have received an offer of a place on the programme. Participants are expected to be collegiate and to attend all events organised by BFI NETWORK throughout the programme. Following the confirmation of programme dates you will be given the opportunity to withdraw from the Programme. If you then agree to participate, and subsequently fail to attend part or all of the programme and/or to meaningfully engage with its activities, you will be required to reimburse the associated costs incurred on your behalf (unless BFI at its sole discretion agrees otherwise). The BFI acting reasonably and at its sole discretion will also be entitled to terminate the participation in the Programme and require reimbursement of the costs of your participation if for any reason your behaviour falls below the standards expected of a professional in the industry or if it brings the BFI or its programmes into disrepute.
- The BFI distributes ‘good cause’ National Lottery Funding. We ask all of our partners and award recipients to increase the visibility of the National Lottery by:
 - promoting and proudly displaying the National Lottery logo in any suitable locations, such as production company websites for the duration of the programme; and
 - warmly and energetically finding ways to get all beneficiaries to spread the word, including agreed verbal and written acknowledgement.

You will be required to take frequent opportunities to highlight not just the fact of the funding but why it is funded and therefore the good work that is possible through the National Lottery.

BFI Lottery Funding General Conditions

1. The information in these guidelines can change. The law and Government regulations on distributing National Lottery funds may also change. The BFI therefore reserves the right to review this funding scheme and/or change its policies, procedures and assessment criteria.
2. The application form does not necessarily cover all the information the BFI uses to decide which applications to fund. The BFI can ask applicants for extra information.
3. All applications are made at the applicant's own risk. The BFI will not be liable for loss, damage or costs arising directly or indirectly from:
 - the application process;
 - the BFI's decision not to provide an award to an applicant; or
 - dealing with the application.
4. Please check your application form carefully. The BFI will not process applications which are incomplete or which do not comply with these guidelines.
5. The BFI's decisions on applications are final.
6. The BFI will not pay any funding until it has received a fully executed copy of the funding agreement and any conditions precedent to that agreement have been satisfied or waived by the BFI.
7. The BFI will 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.
8. The Freedom of Information Act 2000 gives members of the public the right to request certain information held by the BFI. This includes information held in relation to applications to the BFI's National Lottery funding programmes or schemes. Therefore, if you choose to apply to the BFI you should be aware that the information you supply, either in whole or in part, may be disclosed under the Freedom of Information Act.
9. Sometimes the BFI's Governors or members of staff may be involved in some way with applicants. This interest has to be declared in applications from such applicants. The relevant Governor or staff member will not be involved in assessing the application or the decision to make an award. Applicants are advised not to try to influence the success of their application by approaching a Governor or staff member.

10. It is important that applicants carefully check the information given in the application form. The BFI Standard Terms and Conditions entitle it to withhold or reclaim an award in the following circumstances:

- if the application was filled in dishonestly or with incorrect or misleading information about the organisation or the project whether deliberately or accidentally; and
- if the award recipient acts dishonestly or negligently to the disadvantage of the project.

The BFI will follow up cases of suspected fraud and will pass information to the police.

11. The BFI requires that any measures taken by applicants to address under-representation are fully in compliance with the Equality Act 2010 – see more at www.equalityhumanrights.com.

12. Complaints and Appeals: The BFI's decision is final. Inevitably applications will be turned down and applicants may be disappointed by this result. Formal appeals against the final decision 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. A copy of the BFI's Complaints and Appeals procedure can be obtained on request from the BFI's Communications Office.

13. Recognition of the National Lottery: The BFI distributes 'good cause' National Lottery Funding. We ask all of our partners and award recipients to increase the visibility of the National Lottery by:

- promoting and proudly displaying the National Lottery logo; and
- warmly and energetically finding ways to get all beneficiaries to spread the word.

It is therefore an important condition of BFI funding that the source of the funding (being the National Lottery) is prominently acknowledged through conspicuous use of the BFI/National Lottery lock up logo and through agreed verbal and written acknowledgement. Also that partners and beneficiaries take frequent opportunities to highlight not just the fact of the funding but why it is funded and therefore the good work that is possible through the National Lottery.