

ANIMATION 2018 GUIDANCE FOR THE APPLICATION:

Before you begin your application, please make sure you've read the Guidelines and Terms and Conditions (yes, the boring bits). It's important that you read them thoroughly as they will help you submit the best application possible.

We're aware that this application is the very beginning of the process, so we know that you may not be able to answer all the questions fully. However your answers will show us that you are thinking ahead and can envision your route to the finished film.

If you have any questions that can't be answered below, then please feel free to get in touch – animation2018@bfi.org.uk

The following notes are designed to help you answer the corresponding questions on the Application Form.

Are you entering as an individual or as the lead applicant of a team?

If you are applying as a team, there needs to be a lead applicant. The lead applicant must be willing to take responsibility for the payment of the grant and be responsible for compliance with the contract whether that's through an established company or as an individual.

Project Proposal

Please include the anticipated length of the final film. No work should be less than 2 minutes or more than 10.

Where will you make the film?

Please give information about potential locations including the studio you might use if applicable. If you have a mentor you may wish to consider whether they can support you in this regard.

When will you make the film?

It's important you are realistic about what you can achieve in the time available.

Below you'll find a table showing key dates during the selection and production period. Please have a look at it and check not only that you could make the interview and induction days but also that you are confident that you could develop, design, storyboard, shoot, edit and deliver your film in the 22 week period designated for

both production and post-production. Please note it is compulsory to produce an animatic as part of the process.

Interviews for shortlisted candidates and their producers.	24 th & 25 th April 2018
Successful applicants contracted and grants awarded.	1 st May 2018
Induction day for all filmmakers and producers.	8 th May 2018
Official production/ post production period.	Monday 7 th May – Friday 5 th October 2018
Script / storyboard /animatics produced delivered and signed off by executives.	No later than 22 nd June 2018 (Production Week 7)
Film delivered	No later than Monday 8 th October 2018
Delivery of paperwork	No later than Friday 26 th October 2018

What is the amount you are asking for?

We expect that most of the grants we award will be £5000 per project for an entirely new work. We encourage you to submit applications using this as a guide.

We will consider funding the completion of an existing project but in this case we would expect to award substantially less than £5000. Please use £2000 as a guide.

We will only provide more than £5000 in exceptional circumstances. The ceiling for exceptional grants is £10000.

Please note that co-funding can be raised elsewhere subject to the Terms and Conditions.

How does your submission reflect diversity in Britain in 2018?

The Animation 2018 project provides a great opportunity for the selected individuals or teams to reflect the diversity of Britain today. This could be achieved through the stories you tell, the locations and communities represented, or through those working behind the camera on the production team. We encourage all applicants to use the BFI's Diversity Standards as a reference. Whilst we do not expect filmmakers to observe everything in the guidelines, we encourage applicants to reflect the diversity of Britain in 2018 within their proposals.

<http://www.bfi.org.uk/about-bfi/policy-strategy/diversity/diversity-standards>

Can you confirm that you and, if relevant your team members, have not had a key creative credit on more than three professional short films, no broadcast TV programme or feature length film?

In this instance a professional short film is one made by a filmmaker who is no longer in full time or part-time education, and who has previously made and delivered a short animated film with a budget.

Who will manage production resources and budget? What experience do they have in this capacity?

It's important that we know that you can ensure all financial and legal considerations that relate to making your film are going to be properly managed. We recommend you bring a producer on board to take care of this side of your film. (Though please bear in mind that the terms of the grant make clear ultimate responsibility lies with the main applicant /filmmaker.)

If you think you can manage these areas on your own then you will need to demonstrate that you've experience doing this before.

Who is your mentor or referee?

We want to select films from new and emerging filmmakers, but we appreciate that within this group the experience of applicants is likely to vary. We are keen to make sure therefore that all applicants can access an appropriate level of support and with this in mind require the following:

If you are a STUDENT IN FULL OR PART-TIME EDUCATION your application must be supported by a mentor who is professionally associated with the Animation/TV/film industry or academia and who is both willing to vouch for your ability to deliver on your proposal and able to offer advice if necessary to achieve this.

If you are longlisted for an interview your mentor will need to provide a written statement which can be submitted with your application (Further details are included below).

Your mentor needs to agree to do the following if you ask them:

- (i) Offer advice on your application
- (ii) In the event you are longlisted, give a reference about how and why you'd deliver a great film for Animation 2018
- (iii) Assist in your preparations for interview if you are shortlisted i.e. suggest what sort of areas you are likely to be questioned on.
- (iv) Answer your questions, discuss concerns or act as a sounding board during the production period.

(v) Offer 2 updates on your progress during the production period to Wingspan Productions who are managing this process for the BBC. The primary purpose of these is to let us know you are on track.

In return for their time you can offer your mentor (or if preferred, their institution), a discretionary payment but this must not exceed 10% of any grant received.

If you are a PROFESSIONAL FILMMAKER but would like some support you can elect to have a mentor but must declare it on the application form.

Alternatively, you must provide details of a referee who has agreed to be contacted should you be shortlisted. This should be someone who can vouch for your ability to deliver creatively and practically on your ideas. It is standard practice when selecting filmmakers to make BBC TV programmes to ask for a referee in order as far as possible to ensure that the broadcaster's expectations will not be disappointed and license fee payers' money responsibly spent.

Guidelines on Supporting Documents

1. A treatment & design pack for submitted Idea

This could take the form of a pitch document, a script or a significant outline. The word limit however is 1000 words, spread over no more than 2 pages of A4. It is important for you to provide us with an idea of the length and pace of the story. We'd also like you to submit additional material to illustrate the style of the idea you wish to submit to give a sense to the panel of your visualisation for the film.

2. A CV for key applicants

Your CV should be no more than 2 pages of A4. CVs are required for all team members if applying as a team and all key production members as well as the applicant if not, e.g. director, animator, writer, producer.

3. Links to previous work

Please provide examples of former work that compliments your application.

4. A rough budget

We'd like you to demonstrate you've considered how you're going to budget your film or in the case of completing an existing production, deploy the grant requested. However we appreciate at the point of application you might not know what all your costs might be. We ask you however to include as much information as you are able to give at this time. If you like, you can use the template offered here.

<https://network.bfi.org.uk/sites/default/files/bfi-network-animation-budget-template-2018.xls>

Important note re payment of crew:

If you are a PROFESSIONAL FILMMAKER, we expect you to fairly remunerate all eligible crew in accordance with the Real Living Wage (RLW). However, in line with standard independent filmmaking practice you can exempt yourself from being paid RLW within the Animation 2018 scheme.

Furthermore, up to 3 additional people taking on any of the main roles may declare themselves your collaborators and so can also exempt themselves from being paid RLW within the budget. (E.g. Producer, DOP, Editor or Animator) You don't have to confirm your collaborators until you know if you've been awarded a grant or not. Further guidance is available in the note attached to the budget template.

If you are a STUDENT filmmaker and you are intending to crew your film entirely from amongst your student peers you can elect to exempt yourself from these regulations.

The panel will take all these circumstances into account when awarding grants.

(Please note that items cannot be funded retrospectively, therefore you should not incur any costs prior to an offer of funding. You should not enter into any contracts prior to discussion with Wingspan Productions who will be managing the project for BBC.)

End.