

LISTEN TO BRITAIN

TERMS AND CONDITIONS:

BBC Four in Partnership with BFI is commissioning the Listen to Britain 2017 Project, produced by Wingspan Productions Ltd.

Please read this document in full to ensure that you and your work are eligible to be awarded a commission. Instructions on entering can be found on the BFI NET.WORK website. The call out and application form go live on **Monday 30 January 2017 at midday.**

1) The Grants

- 1.1 Listen to Britain 2017 aims to commission up to twelve (12) new and emerging UK filmmakers to make a short documentary film between two (2) and ten (10) minutes long, inspired in some way by Humphrey Jennings and Stewart McAllister's original film.
- 1.2 Successful filmmakers will be awarded grants of up to £5000 (five thousand pounds sterling) each based on a three stage process (please see Clause 5) to fund or part fund the production of their film.
- 1.3 If additional funding is derived from other sources, filmmakers must comply with the BBC rules which prohibit the broadcast of a sponsored programme or one that compromises its impartiality. For further guidance please see <http://www.bbc.co.uk/editorialguidelines/guidelines/external-relationships/principles> and refer to Wingspan Productions if additional explanation is needed.
- 1.4 The best films will be broadcast on BBC (subject to entrants adhering to BBC compliance regulations) and all finished and complied films will be made available to view on both BBC i-player and the BFI website and be held thereafter in the BFI archive and offered for sale on BBC Store. A waiver must be sought where BBC Store rights and clearance are not available. They may also be shown at a special screening at BFI Southbank.

2) Eligibility

- 2.1 All UK residents aged 18 and over on submission deadline **26th February 2017** are eligible.
- 2.2 The aim is to commission filmmakers at the start of their filmmaking career. No entrant should have a directing credit on more than three (3) professional short films, a broadcast TV programme, or a feature length film.

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

2.3 All entrants must register via BFI NET.WORK (<http://network.bfi.org.uk/user/login>)

2.4 If the applicant is a student in full or part time education, their application must be supported by a mentor. The mentor must be professionally associated with the TV / film industry, or academia and be willing to vouch for the ability of the filmmaker to deliver on their proposal and able to offer the support necessary to achieve this (see 2.4.1) for further detail.

2.4.1 A mentor must undertake to do the following if requested by the filmmaker:

(i) Offer advice to the filmmaker on their application.

(ii) In the event the filmmaker is longlisted, provide a reference detailing how and why they would deliver a great film for Listen to Britain 2017.

(iii) In the event that the filmmaker is shortlisted, assist in the filmmaker in their preparation for interview i.e. suggest what sort of areas they are likely to be questioned on.

(iv) Answer questions, discuss concerns, or act as a sounding board during the production period.

2.4.2 In addition a mentor must:

(i) Offer two (2) updates on the filmmaker's progress to Wingspan Productions either by telephone or email during the production period (appropriate dates to be established in discussion with the filmmaker). The primary purpose of this communication is to highlight any problems, or potential problems filmmakers might encounter.

2.4.3 In return for the commitment outlined in 2.4.1 and 2.4.2 a filmmaker can offer a discretionary payment to their mentor or their associated institution. This must not exceed 10% of any grant received.

2.5 Filmmakers who are not students must have either a mentor, or a referee supporting their application.

- 2.5.1 If the filmmaker is not a student they can nonetheless elect to have a mentor (see 2.4.1. and 2.4.2). This must be declared on the application form.
- 2.5.2 Non-student filmmakers who do not elect to have a mentor must include details of an appropriate referee with their application. The referee must be willing to be contacted in the event of the candidate being shortlisted.
- 2.6 All applicants must provide details of their Producer at the time of application, or demonstrate they have sufficient knowledge or experience to take on this role themselves.
- 2.7 The process is not open to employees of the BBC, BFI, Wingspan Productions or their direct family members. Proof of identity and eligibility may be requested.

3. Terms of Entry

- 3.1 Entering this process is free to the applicant and no fee is necessary to register with BFI NET.WORK. Only one (1) proposal is permitted per entrant.
- 3.2 All proposals must be submitted via the application form provided on the NET.WORK website on or before the submission deadline on **Sunday 26th February 2017**. The proposal submitted must, and by submission of the Application Form is warranted to:
- (i) be original and the applicant's own work;
 - (ii) not infringe the copyright or any other rights of any other third party;
 - (iii) not be subject to any sponsorship or commercial arrangement with a third party;
 - (iv) not be defamatory of any living person or corporate body;
 - (v) not be obscene or blasphemous or likely to incite hatred;
 - (vi) be suitable for broadcast on BBC Four, BBC i-Player and BFI website;
 - (vii) not lobby or campaign directly for a charitable cause or political party

By submitting the application form the filmmaker warrants that they or the film submitted (which is subject to the grant award) will not bring the BBC, BFI or Wingspan Productions into disrepute. The decision of the BBC, BFI and Wingspan Productions on eligibility is final and binding and no correspondence will be entered into about it.

- 3.3 All filmmakers will be asked to submit an online application form and a written treatment of the film they would like to make for Listen to Britain 2017 Project (working title) of no more than one thousand (1000) words along with a CV, CVs of

key contributors (where applicable), a rough budget, a link to an online example of previous work and the name, job title, contact details and relevant experience of a mentor or referee (see Clause 2.5).

- 3.4 All filmmakers must be available to attend an interview in London on the **19th or 21st April 2017**. Shortlisted candidates will only be required for one of these days but be available for either (public travel expenses within the UK or mileage will be reimbursed).
- 3.5 All filmmakers who are awarded a grant must attend an induction meeting with Wingspan Productions, BBC and BFI in London on **2nd May 2017** to discuss in detail the execution, budgeting, timetable and all delivery and compliance requirements. Attendance at this meeting by both the filmmaker (and where applicable the Producer) is a condition of each grant.
- 3.6 The filmmakers agree to their name and likeness being published and to make themselves available to participate in publicity interviews as required. By entering this process, filmmakers agree to accept the BBC and BFI's appropriate standard terms and conditions for such interviews.
- 3.7 By entering the selection process those filmmakers awarded grants agree to deliver their finished film and associated deliverables to Wingspan Productions no later than **Friday July 21st 2017**. In so doing they agree to accept the BBC and BFI's standard terms and conditions for broadcast and/or screening.

4 Selection Process

4.1 The commissions will be awarded after a three (3) stage process:

4.1.1 **Stage 1:** All entries will initially be considered by BFI who will establish a longlist against set criteria agreed between the BBC, BFI and Wingspan Productions. These criteria are published under the heading 'What Are We Looking For?' on the Call Out and on the Listen to Britain 2017 page on BFI NET.WORK website. A longlist of around 50 of the best entries will be put forward to Stage 2 (longlisted candidates will be informed that they reached this stage of the process but not necessarily until after the final grants have been awarded);

4.1.2 **Stage 2:** A panel made of representatives from BBC, BFI and Wingspan Productions will select a shortlist of between 15 and 20 applicants to be invited for interview on either **Wednesday 19th or Friday 21st April 2017** (see also 3.4).

4.1.3. **Stage 3:** Shortlisted filmmakers (with their producer, where applicable), will attend an interview with a commissioning panel made of representatives from

BBC, BFI and Wingspan Productions to discuss their proposal, its execution and budget. Where the shortlisted filmmaker is either a student, or has elected to have a mentor they may also be asked how they envisage their relationship with him/her working.

From these shortlisted filmmakers, up to 12 will be commissioned to make their films and awarded a grant of up to five thousand pounds (£5,000), the precise sum to be decided by the panel. The final selection will be based on the aim to commission a variety of visions and interpretations of the creative brief of Listen to Britain 2017.

The selection of filmmakers and subjects will also seek to reflect the diversity of the United Kingdom in 2017. (See Application Form Guidelines for more information on diversity and <http://www.bfi.org.uk/sites/bfi.org.uk/files/downloads/bfi-diversity-standards-leaflet-2016-05-11.pdf>)

- 4.2 Filmmakers shortlisted for interview will be contacted personally by Wingspan Productions by email or by telephone from the contact details given in the application form.
- 4.3 The commissioning panel's decision is final and binding. No correspondence will be entered into.
- 4.4 To be successful, these commissions must comply with the BBC's editorial guidelines. Any permitted reference to the commission by those awarded a grant will be outlined by the BBC. Please see <http://www.bbc.co.uk/editorialguidelines/guidelines>

5. Grants

- 5.1 Grants will be paid on supply of a valid invoice in four instalments; 1) 10% payable upon award of commission and
 - 2) 40% upon proof of insurance**
 - 3) 35% upon delivery of rough-cut**
 - 4) 15% upon final delivery and acceptance of all materials and paperwork.**
- 5.2 The acceptance of the grant represents a contractual agreement between the filmmaker and Wingspan Productions to deliver a film which reflects the treatment as commissioned, both in terms of content and duration and which is compliant for broadcast by BBC.
- 5.3 Failure to comply with any of the provisions set out in these Terms and Conditions will result in the grant being withdrawn. Failure to make any of the meetings and deadlines prescribed in Section 6 without sufficient explanation or warning may result in the project being withdrawn from the process. The applicant accepts that notification of failure to comply will be entirely at the discretion of the BBC and/or Wingspan Productions.

6. Production and Delivery

- 6.1 The filmmaker agrees to bind over appropriate insurances to cover their production activities. (Advice can be sought from Wingspan Productions and the insurance will be signed off by BBC)
- 6.2 Filmmakers who are not entering this competition as students are expected to fairly remunerate all eligible crew in accordance with the legislation relating to National Minimum Wage (NMW) and the National Living Wage (NLW). However in line with standard independent filmmaking practice these filmmakers can exempt themselves from being paid NMW/NLW within the Listen to Britain 2017 scheme. Furthermore up to three (3) additional people taking on any of the main roles may declare themselves collaborators and thus also able to exempt themselves from being paid NMW/ NLW within the budget. (E.g. Producer, DOP or Editor) Collaborators may be confirmed once an applicant is awarded a grant. (Further guidance is available in the note attached to the budget template available on the BFI Listen to Britain 2017 page
 - 6.2.1 Student filmmakers who are crewing their films entirely from amongst their student peers in line with standard student filmmaking practice can elect to exempt themselves from the regulations outlined in 6.2.
- 6.3 Filmmakers should be guided by the BBC Guidelines on technical shooting formats and camera specifications however variations to these standards should be discussed with Wingspan Productions.
- 6.4 Filmmakers undertake to deliver a rough-cut of their film to Wingspan Productions via a digital file uploaded to Vimeo with password protection by a date mutually agreed at the meeting referred to in 3.5 but approximately eight (6) weeks from the date of that interview.
- 6.5 Wingspan Productions, on behalf of the BBC, reserves the right to request changes to the rough-cut films to make them compliant for broadcast. Editorial notes may be offered and acted on at the discretion of both parties.
- 6.6 Filmmakers must deliver their final film to Wingspan in a format to be agreed between the filmmaker and Wingspan Productions no later than **July 21st 2017**. Guidance on acceptable technical standards for BBC productions can be found here (<http://dppassets.s3.amazonaws.com/wpcontent/uploads/specs/bbc/TechnicalDeliveryStandardsBBCTape.pdf>) in Section 1 (General Quality Requirements) and Section 2 (Technical Requirements – Video). Once the filmmaker has delivered the video file to Wingspan Productions, Wingspan will then be responsible for onward delivery to the BBC.
- 6.7 Simultaneous to delivery of the video file, the director must also deliver all requested legal and compliance paperwork: i.e. contributor release forms, location release forms, music reporting forms, crew credits and publicity materials via Silvermouse to the BBC, under the guidance of Wingspan Production.

6.8 The filmmaker, or their institution, retains copyright of the film but acknowledges that acceptance of the grant includes a licence allowing the BBC and the BFI to show the film on the agreed platforms in perpetuity.

7. Administration and Communication

7.1 The application system run by the BFI will automatically confirm applications have been submitted successfully but beyond this the BFI will not acknowledge receipt of individual entries and does not accept any responsibility for late or incomplete entries or for entries not successfully completed due to a technical fault of any kind whatsoever.

7.2 The shortlisted candidates are likely to be contacted between **1st and 17th April 2017** and invited for interview shortly after. If you have not heard anything after the end of April, you may assume that your entry has not been selected.

7.3 Following notification of awards to the successful filmmakers, an announcement may be made by BBC/ BFI/ Wingspan.

7.4 Filmmakers must supply full details as required as part of the Application Form and comply with all rules to be eligible for the commission. Any non-compliance with Clause 3.2 will result in automatic disqualification.

7.5 Filmmakers will be asked to sign a Personal Disclosure form declaring they have no criminal and civil actions pending or served against them or any unspent convictions. If they cannot do this they must give Wingspan Productions details of the above. Filmmakers must then keep Wingspan Productions informed of any changes to the information disclosed up to the point the films are broadcast/no-longer available on BBC i-Player. This information will be handled in the strictest confidence and in accordance with the Data Protection Act and in accordance with Wingspan Production's privacy policy.

7.6 Further to the above, following standard industry practice, the BBC may undertake background checks of the shortlisted filmmakers, to assess any likely reputational issues/ duty of care considerations in respect of the applications. Any decision is at the sole discretion of the BBC and will be based on the need to ensure that the reputation of the BBC, BFI and the legacy of Listen to Britain is upheld.

7.7 The BBC, BFI and Wingspan Productions may share personal data supplied during the course of the pitching and production process between themselves. This data will only ever use personal details for the purposes of administering this commission and will not publish them, or provide them without permission to anyone not involved in the administration of the production. All personal information provided will be securely destroyed as soon as it is no longer required. If you would like to know more about the BBC's privacy policy please see Privacy Policy: <http://www.bbc.co.uk/privacy>. If you would like to see more about the BFI's privacy policy please see <http://network.bfi.org.uk/privacy-policy>. If you would like details of Wingspan's privacy policy please contact info@wingspanproductions.co.uk

- 7.8 The BBC reserves the right to cancel the commissions at any stage, for any reason at its absolute discretion.
- 7.9 By submitting a proposal the filmmaker agrees (in the event of being shortlisted or awarded a commission and grant), to make every attempt to attend the screening at BFI Southbank in **September 2017**. They also agree to undertake a limited and mutually acceptable programme of activities to promote Listen to Britain 2017, particularly after the commissioned films are announced and potentially at Sheffield Doc Fest 2017. Entrants are responsible for all reasonable costs associated with attending the BFI Southbank screening.
- 7.10 The filmmaker agrees to obtain Wingspan's written consent before undertaking any of its own press or publicity activity relating to their involvement in Listen to Britain 2017. In the event that the filmmaker is informed that their work has been longlisted, shortlisted or commissioned, the filmmaker must not publish or otherwise let it be publically known (such as via online forums such as Twitter, Facebook etc.) until such time as the official announcement is made. Failure to comply with this request may result in the BBC at its sole discretion withdrawing the award of the relevant commission and grant.
- 7.11 The filmmaker will be deemed to have accepted these rules and to have agreed to be bound by them when entering this commissioning process. If it considers that the entrant has not complied with the terms and conditions contained herein, the BBC may at its sole discretion disqualify the proposal and/or reclaim any grant and in doing so, reserves the right to award it elsewhere.
- 7.12 The filmmaker acknowledges and agrees that to the extent permitted by law, the BBC, the BFI, Wingspan Productions or any other person(s) in connection with the commission will not be liable for any loss or damage (whether such damage or losses were foreseen, foreseeable, known or otherwise) including financially and/or to reputation and/or disappointment, suffered by any filmmaker entering the commissioning process or as a result of accepting the commission and grant.
- 7.13 These rules and the entry submitted in accordance with them shall constitute a contract governed by the exclusive laws and the exclusive jurisdiction of the courts of England and Wales.