Bursary Application Form

* Please read Film Hub Wales’ [Training & Skills Guidelines](https://filmhubwales.org/en/funding/training/) before making a submission.
* Please complete this form and send to [lisa@filmhubwales.org](mailto:lisa@filmhubwales.org)
* Applications will be accepted on a rolling basis with no set deadlines.
* Please note that for each course/event/consultancy, only one submission per person, per organisation will be accepted.
* For training courses delivered UK wide by BFI FAN, additional bursaries may be available,
* If you require assistance to complete this application, the BFI provides an [access support fund](https://www.bfi.org.uk/get-funding-support/access-support-bfi-film-fund-film-audience-network-applicants),
* Please do not send hard copies by post. Mark [x] where required.

Section 1: Details

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| **Name of activity / event / course / and name of provider:** |  |
| **Date(s):** |  |
| **Location:** |  |
| **Have you ever attended this activity, event or course before?**  If yes, please say how you applied the learning from previous attendance and why it is necessary to attend again. | **Yes**  **No** |
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| **Your name:** |  |
| **Job title or role:** |  |
| **Organisation name, address and postcode:** |  |
| **Email:** |  |
| **Phone:** |  |
| **How long have you been in this role with your organisation?** |  |
| **Is your role paid or voluntary?** | **Paid**  **Voluntary** |

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| **Annual turnover (£) of organisation:** (We use this information to help ensure our available funds are awarded fairly across a range of different organisations) |
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| **Please give details of any other training that would benefit you/your organisation in the future:** |
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| **Please give details of any other funding you have secured for this activity (if relevant):** |
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| **Will your activity lead to outputs in the area of Artificial Intelligence, or a tool based on it? If so, please give detail.** You must ensure that your work does not infringe copyright or IP law. |
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| Section 2: Benefit to your audience  Tell us whether the activity / event / course will develop your skills in the following areas. Please do not answer yes / no, please give details or put n/a if not applicable. |
| **Your skills when working with young audiences (aged 25 and under) or families:** |
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| **Your ability to develop audiences for UK independent, international film (including Welsh) and the moving image:** |
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| **Working with screen heritage, including national and regional collections:** |
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**Please tell us how your attendance at the activity / event / course / meets the updated** [**BFI Diversity Standards**](https://filmhubwales.org/wp-content/uploads/2025/02/BFI-Diversity-Standards-for-Audiences-Guidance-Notes-2022-10-v2.pdf). Please also see ‘[Dismantling Structural Inequality in Your Cinema](https://inclusivecinema.org/how-to-guides/dismantling-structural-inequality-in-your-cinema/)’.

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| **Will your attendance result in people / organisations from minoritised communities accessing training or professional development opportunities (this might be yourself or your wider team):** |
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| **How will the activity / event / course broaden the range of films available to your audiences (with diverse narratives, casts, crew and places depicted)?** |
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| **How will the activity / event / course help to break down social, economic and geographical barriers (such as improved access for disabled audiences or low income groups) at your organisation?** |
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Section 3: Environmental Sustainability

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| **Method of proposed travel (please consider your carbon footprint):** |
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| **What steps you will take to reduce the environmental impact of your activity?** |
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Section 4: Budget

**Amount requested from Film Hub Wales:**Contributions of up to 100% of fees and 50% of travel and accommodation will be eligible and a maximum of £250 for Welsh / UK wide events/training and £500 for overseas events/training. **We will also consider the costs of carbon offsetting for travel, where funds allow. The amount should be relative to the scale of your training.**

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|  | **Total Cost** | **Percentage of total cost payable** | **Amount Requested** |
| **Fees (i.e. course or consultancy costs)** | £ | 100% | £ |
| **Travel** | £ | 50% | £ |
| **Carbon Offsetting** | £ | 100% | £ |
| **Accommodation** | £ | 50% | £ |
|  | | **TOTAL** | **£** |

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| **How will you be paying for any other expenses?** |
| My organisation  Personal funds |
| **Other source(s) (please state):** |
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| **Did you use Artificial Intelligence, or a tool based on it, to help you complete this proposal?** |
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Signatures and Declarations

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| Applicants will be informed of the decision within 21 days of applying. We will endeavour to respond sooner in exceptional circumstances. Please allow a minimum of 28 days before your course/event start date when making an application. **Please do not apply post-event**.   If your application is successful the bursary will be paid on completion of the event/course following production of valid receipts. Please note that successful applicants will be asked to complete a short report and blog about the event/training attended. |

Data Protection

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| The information you supply may be held on a computer. It may be used to process proposals, funding and to prepare statistics. We may also be obligated to share information under the freedom of information act. Film Hub Wales reserves the right to cancel any proposal and require repayment of funds if false or incomplete information is supplied. We will always treat your personal details with care. All personal data that you choose to provide us with will be held securely and only ever used with your full permission. We will only ever get in touch in the ways that you wish, and we will make sure that everything we send to you is relevant to our programme, events, products, services and ways you can support us. To read our full privacy statement, visit [chapter.org/about/our-policies](https://www.chapter.org/about/our-policies/privacy-policy)  Make sure you’re in control of your information, and that you can ask us to stop using it whenever you like. If you have any questions, would like to change your preferences or opt out of communications, just call 02920 311067 or email [lisa@filmhubwales.org](mailto:lisa@filmhubwales.org)   **Please sign to confirm the following:**  **1.** I understand that if I am awarded Bursary funding I will be required to submit an evaluation form with my claim, and the Hub or another FAN based organisation may contact me in future about taking part in follow-up research about the benefits of the funded training/professional development. I agree that from time to time Film Hub Wales can put me in touch with official Film Hub members/partners via email (if relevant).  **2.** I confirm that all information provided on this form, and in any material submitted in support of it, is truthful and accurate. I agree to share this information with Film Hub Wales and its funders. I confirm that all other proposals to other distributors of Lottery funding have been declared. I undertake to inform Film Hub Wales fully and immediately of any changes affecting this submission or related materials.  **3.** I confirm I have the authority to make this submission on behalf of the organisation. | | | |
| **Please type your name or insert e-signature as acceptance:**  (Note: the signatory must be the individual named as the applicant) | | | |
| **Name & position:** |  | | |
| **Signature:** |  | **Date:** |  |

Our contactsIf you have any queries, or if you would like to discuss any aspect of your activity prior to proposal, please contact:   
  
Lisa Nesbitt, Member Support Officer  
[lisa@filmhubwales.org](mailto:lisa@filmhubwales.org) | 02920 311067