



**GUIDELINES DOCUMENT**  
**BFS ALUMNI FUND**  
**ROUND 3**

ARTS  
UNIVERSITY  
BOURNEMOUTH  
FILM SCHOOL

**FUNDING**  
**F FUTURES**

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Bournemouth Film School (BFS) is excited to announce the re-opening of the Alumni Fund for Round 3, continuing our flagship opportunity for Alumni.

The guidelines document is here to support your application and make you aware of key information, however it's **important you read the full Terms & Conditions** before applying.

You can always reach out to the BFS Funding Futures Team with any queries.

[bfsfundingfutures@aub.ac.uk](mailto:bfsfundingfutures@aub.ac.uk)

As a recap the fund is made up of a cash contribution towards production costs and in-kind resource & facilities.

- » **£5,000** towards production costs
- » Access to our equipment throughout June 2024 (max 10 days)
- » Access to Post-Production Facilities throughout July & August 2024
- » Private Screening

## **THE CASH**

### **How will the money be distributed?**

The winner will receive a total of £5,000 split across two instalments. The first payment will consist of 90% and released prior to production. The second payment of 10% will be made upon completion. For each instalment to be released the awardee will need to meet the required deliverables set out by the funding agreement. *Please see Section 5 of the Terms & Conditions for further information on Investment.*

### **What can the money be spent on?**

The money can be spent on any legitimate production costs.

## **EQUIPMENT**

The awarded project will have access to our equipment to support them in their production. This offer is available throughout June 2024 and for a maximum of 10 days.

We can offer one camera package either comprising of an Alexa Mini, Alexa Classic or Sony FS7 depending on the need of the project. The awarded project can also make use of lighting, grip and sound equipment.

*All equipment use is subject to prior agreement and not unlimited. Exact equipment will be finalised between the scheme and awardee under the funding agreement.*

## **FACILITIES**

The awarded project will have access to Post-Production facilities throughout July and August 2024.

*All facilities are subject to prior agreement and not unlimited. Exact use will be finalised between the scheme and awardee under the funding agreement.*

## **PRIVATE SCREENING**

The award winners will be invited to a private BFS screening event followed by Q&A to showcase the finished film to staff & students.

# ELIGIBILITY & CRITERIA

Our Alumni Fund is open for Fiction projects of all genres. We are particularly interested in applicants that can demonstrate projects that include a wide range of BFS alumni and disciplines (*Film Production; Animation Production; Visual Effects (VFX) for Film & Television; Performance Design & Film Costume; Costume; Make-up for Media & Performance; Acting; Dance; Creative Writing*).

Below we have laid out who can apply for the scheme and who can take part in the scheme under Eligibility.

The Criteria section is also important to consider carefully when creating your application. Ensure you make it clear how your project meets the criteria the scheme is looking for.

## **ELIGIBILITY**

### **Essential**

- » Open to all Alumni from the Bournemouth Film School (at AUB) collection of courses/disciplines. These include *Film Production; Animation Production; Visual Effects (VFX) for Film & Television; Performance Design & Film Costume; Costume; Make-up for Media & Performance; Acting; Dance; Creative Writing*
- » The Alumni Fund is also open to alumni filmmakers of prior designations of Arts University Bournemouth: *Arts University College Bournemouth; Arts Institute Bournemouth; Bournemouth & Poole College of Art & Design*
- » Lead Applicant & Lead Team Members must be Alumni (*Please read **Applying for the Fund** (p. 7-9) for further information*)
- » Current students must make a proportion of the crew in minor roles (BFS will assist in crewing upon award)

### **Desirable**

- » Majority of Head of Department (HoD) roles filled with Alumni
- » Projects collaborating with Alumni from a range of BFS courses

### **Non-Alumni**

- » Non-Alumni (*those that have not graduated from AUB*) are welcome to join a project in both HoD and additional roles, however there are some limitations to the number of HoD roles Non-Alumni can fill. (*Please read **Applying for the Fund** (p. 7-9) for further information*)

## CRITERIA (NEW CRITERIA)

### Essential

- » Scripts no longer than 12 pages
- » Original works only
- » Fiction projects only
- » Projects inclusive of a wide range of BFS disciplines and alumni (*Film, Animation, VFX, Costume, Make-Up, Acting, Dance & Creative Writing*)
- » **No resubmission of previously declined projects** unless there has been substantial evidence of significant change to the original proposal. Significant change would typically be a change of director, or writer, or significant rewrite of material.

### Desirable

- » **Originality & Innovation** – The Project demonstrates ingenuity when utilising the range of BFS disciplines to tell stories that capture audiences' imaginations in a fresh way
- » **Community & Diversity** – The Project reverberates at its core an emphasis in engaging with a diverse range of people in the making and telling of the film as well as a spotlight on voices & stories we need to hear now
- » **Viability & Sustainability** – The Project is achievable and considered with its impact and footprint on the planet



# APPLYING FOR THE FUND

## COMPLETING THE APPLICATION

Ensure you have answered all questions and information requested in the entry form. Read the Guidelines and Terms & Conditions before applying.

We require the following items as part of the application:

- » Completed entry form
- » Script (can be first draft)
- » Budget
- » Further Supporting documents (*Optional*)

All submissions should be sent to [bfsfundingfutures@aub.ac.uk](mailto:bfsfundingfutures@aub.ac.uk)

Please include the project name followed by Alumni Fund Application (e.g. *Parasite - Alumni Fund Application*)

Only send the application **once** and when you are ready to do so. We cannot accept revisions to an application once submitted.

Submissions of the application and supporting documents opens from 4<sup>th</sup> October 2023 15.00 (GMT) and closes 29<sup>th</sup> November 2023 23.59 (GMT).

## YOUR IDEA

It's essential that the Lead Applicant is either the originator and/or rights holder of the script they are submitting. The script/premise must be an original work which does not infringe on the rights of any third-party person, firm or company. (*Please see Section 8 of the Terms & Conditions for further information on Ownership.*)

We encourage those submitting to the scheme to look at the criteria carefully. Explain how your idea meets the criteria in the application.

## LEAD APPLICANT

### What is a Lead Applicant?

The Lead Applicant is the individual that will take responsibility of the production, fulfil all deliverables and be recipient of the cash award. They will be the main point-of-contact between the Scheme and Project.

### Who should be the lead Applicant?

In most cases we would expect the Lead Applicant to be the Lead Producer and Alumni. There can only be one Lead Applicant per application.



## **LEAD TEAM MEMBER(S)**

### **Who are the Lead Team Members?**

The Lead Team Members are additional individuals that are key collaborators in the project. These individuals will likely take on more responsibility than their HoD role in supporting the delivery of the project. They may also have been involved in the conceptualisation, development or writing of the project.

The Lead Team Members must be Alumni of Bournemouth Film School (at AUB). (Please see *Section 3 of the Terms & Conditions for further information on Eligibility.*)

### **How many Lead Team Members can an application have?**

There can be a maximum of 4 Lead Team Members and must include the Lead Applicant.

Clearly state Lead Team Members in the application and make reference as to how the scheme will support and develop their careers as much as the Lead Applicant.

The Lead Team Members will be named in press releases and promotion if successful.

## **HEAD OF DEPARTMENTS & NON-ALUMNI**

At the heart of the scheme is the desire to support a project that celebrates the wide range of BFS disciplines and alumni. We encourage applicants to attach as much of their team as possible and include those individuals in the application.

Head of Department roles should ideally be made up of Alumni. HoD roles may include; *Director, Producer, Writers, DoP, Production Designer, Sound Recordist, Editor, Post-Sound, Lead VFX, Costume Designer and Lead Make-Up*

### **Does a project have to fill all Head of Department roles?**

Your project does not need to fill every HoD role listed above, however you must make it clear in your application how your project still meets the ethos of collaboration and celebration of BFS disciplines.

### **Can Non-Alumni be Head of Departments?**

We are aware that it may be difficult to assemble a team made up entirely of Alumni, therefore we can accept a maximum of 4 HoD roles consisting of Non-Alumni. This may include any HoD role except Lead Producer.



## **ADDITIONAL ROLES**

There is no limit to roles beyond HoD that Non-Alumni can take part in.

### **Current BFS Student participation**

As part of this scheme, we wish to create opportunities for our current students to participate in what we hope to be a mutually beneficial arrangement. We expect this will most likely be in trainee and assistant positions. We are looking for projects that are open to facilitating these roles. BFS will support and guide in the crewing process of these roles.

## **PROJECT DETAILS**

This part of the application is the place to clearly demonstrate how the project meets the criteria we are looking for. In the previous sections you would have given an overview of the film as well as outlined the Team and their involvement. Now we want to hear more about the project.

### **Pointers for the Outline**

The outline is an opportunity to further summarise the story. We want to clearly understand what the team are hoping to make. Share the themes, characters, and tone of the film. Focus on what's truly important about the story. Keep it clear and concise. You can always give us more detailed breakdowns in the supporting documents.

### **Pointers for Lead Team Statement**

The Lead Team Statement is the place to really highlight how your project goes beyond just the essential criteria we seek but embraces the desired criteria too. Your project may be more heavily weighted in some criteria than others – that's okay!

Some questions you can ask yourself when writing this section: Why do you want to make this film? What's unique about it? Who is your audience and what will they take away from viewing it? How will this project make a difference to those involved?

## **SUPPORTING DOCUMENTS**

Although optional, we encourage applicants to provide additional supporting documents that help to communicate a clear vision and creative identity to the selecting and awarding panels.

This scheme has a limited window whereby it can provide in-kind resources, therefore we look to projects that can demonstrate in their application that it's achievable and realistic within the given timeline. Both creative & practical supporting documents are welcome.



# APPLICATION CHECKLIST & TIMELINE

## APPLICATION CHECKLIST

Make sure you include all the items below when you submit your application.

Please send your application to: [bfsfundingfutures@aub.ac.uk](mailto:bfsfundingfutures@aub.ac.uk)

Include the project name followed by Alumni Film Fund Application (e.g. *Parasite - Alumni Fund Application*)

ITEM	CHECK
Alumni Fund Entry Form	
Script (can be 1st Draft)	
Budget	
Supporting Documents	

## TIMELINE

The below timeline is an indication of key milestones agreed with the winner and BFS Funding Futures. This is not in any way binding upon BFS Funding Futures:

KEY DATE	ACTIVITY
4 <sup>th</sup> October 2023	Submissions Open
29 <sup>th</sup> November 2023	Submissions Close
Mid-December 2023	Shortlist Announced
January 2024	Interviews
February 2024	Winner Announced
By late May 2024	Funding Agreement & 1st Set of Deliverables completed – 90% of funding released
By 30 <sup>th</sup> June 2024	Filming undertaken & completed
By 1 <sup>st</sup> December 2024	Film & Deliverables completed – remaining 10% of funding released

# SELECTION & ASSESSMENT

Applicants will be asked to submit an entry form and provide supporting documents (*please see Application Checklist p.10*).

There are two rounds to the selection & assessment process:

- » **Round 1 – Application:** After the deadline for submissions a selection panel will decide on a shortlist of projects to be invited for an interview
- » **Round 2 – Interview:** An Awarding Panel made up of both internal and external guest judges will hold interviews for the shortlisted projects. A winner will be decided by the Awarding Panel.

## **Will I receive receipt of my application?**

Applicants will receive a confirmation email to confirm we have received your applications. A selection panel will review all applications after the fund deadline.

## **How will my application be assessed?**

The Selection Panel will assess applications based on the essential & desirable criteria of the scheme.

Similarly, the Awarding Panel will use the same essential & desirable criteria to assess interviews.

Feedback for unsuccessful applicants is not guaranteed and, if given, at the discretion of Funding Futures.

## **SHORTLIST & INTERVIEWS**

A shortlist will be announced mid-December 2023. All applicants will be notified by email with the decision of the panel.

The Shortlisted Projects will be invited to an interview to present their project to the awarding panel.

## **What should I expect at the Interview?**

You will be asked to provide a short presentation expanding on your project in more detail followed by a discussion on your ideas. Further guidance on the interview will be provided to shortlisted applicants.

## **When will a decision be made?**

A final decision and announcement of the winner is expected to be made in February 2024