

# Film Skills Fund

## Funding programme

Creative Skillset's Film Skills Fund invests in the skills and training of the UK film industry to secure its growth and sustainability. We aim to strengthen and build skills and develop roles for the future, ensuring UK film remains world-class. The Film Skills Fund is backed by the British Film Institute (BFI) with the National Lottery through the Skills Investment Fund, a collective co-investment in the future of the UK Creative Industries.

[Read more about the Film Skills Strategy](#)

## Craft and Technical Bursaries for Freelancers 2017-18 Film Skills Levy

### What training can we support?

We invite applications from **individuals**, working in **craft and technical** roles in the UK film industry as **freelancers**, to apply for bursary support to help them to up-skill. Please note that the following categories are currently being prioritised:

Department	In-demand Roles and Priority Skills
Art Department	<ul style="list-style-type: none"> <li>• Art Dept. software skills</li> <li>• Draughting skills</li> <li>• Props</li> </ul>
Camera	<ul style="list-style-type: none"> <li>• Steadicam</li> <li>• Handling &amp; working with film</li> </ul>
Costume	<ul style="list-style-type: none"> <li>• Prop &amp; jewellery making</li> <li>• Costume design</li> </ul>
Hair & Make-up	<ul style="list-style-type: none"> <li>• Small prosthetics</li> <li>• Hair dressing skills, inc. Afro hair &amp; period hair/wigs</li> <li>• Laying on of hair</li> </ul>
Post Production	<ul style="list-style-type: none"> <li>• Rigging</li> <li>• Compositing</li> <li>• Sound design &amp; effects</li> <li>• Editing</li> <li>• VFX</li> </ul>
Sound (Production)	<ul style="list-style-type: none"> <li>• Recording</li> <li>• Boom Ops</li> </ul>
Health and Safety	We will support training as part of the Joint Industry Grading Scheme (JIGS) and nationally recognised competence-based qualifications. This could include production safety passports, operation of equipment, first aid, risk assessment training and screen combat courses.

## Key information

**This is a rolling bursary scheme, to which you can submit an application to at any time.**

The deadline for applications is **31 January 2018**. However, these funds are in high demand and will close when all of the funds have been allocated, which may be before this date.

You may only make one application at a time, but you can apply for more than one course in a single application. The training course must start **at least one day** after your application is made – we cannot accept applications for training which has already begun.

**Total fund: £48,000**

## Who can apply?

You can apply for a Craft & Technical Bursary if:

- You can demonstrate **proven professional experience** of working regularly in the film industry as a freelancer. Applicants should have **at least two credits** on feature films or feature-length documentaries which have been distributed. Work undertaken at film school, on training courses or in education will **not** be considered professional experience;
- You have been accepted on the training course(s) you want to attend;
- You are able to demonstrate how the training you are applying for will benefit your career;
- You intend to use these new skills within the UK film industry.

And the course you want to attend:

- Falls under the priority departments, and skills, identified above;
- Starts no earlier than one working day after the date your application is received by Creative Skillset<sup>1</sup>;
- Is delivered by a recognised training provider or high calibre industry professional working in their specialist field.

You **cannot** apply if you:

- Are in full-time education;
- Are employed;
- Do not have a permanent UK address;
- **Cannot demonstrate** clear **professional experience** in the film industry that demonstrates regularly working;
- Are applying on behalf of an organisation.

You are a freelancer if you are currently:

- Employed in the film industry on a fixed term contract of **no more than 364 days**;
- In employment in the film industry but can prove that you have been given a date of **termination of employment** and will become a freelancer;

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<sup>1</sup> Please note that it can take up to four weeks for us to reach a decision on your application. If you decide to go on your course before you receive a decision, Creative Skillset does not accept responsibility for funding your attendance. Wherever possible, please try to allow four weeks between making your application to Creative Skillset and your course starting.

- **Unemployed** but have previous professional experience working in the film industry within the past two years.

You may apply for funding to attend more than one course within one application, providing the courses cover sufficiently different areas to make it necessary to attend more than one.

If your application is successful you may not reapply for another Craft & Technical Bursary until the following calendar year **and** once your training is complete, with all terms and conditions met. There may, however, be other Creative Skillset funds that you are eligible for. Please check our website for details. [http://creativeskillset.org/who\\_we\\_help/creative\\_professionals/funding\\_for\\_film\\_training](http://creativeskillset.org/who_we_help/creative_professionals/funding_for_film_training)

If your application is unsuccessful you may reapply. Before doing so, we strongly recommend that you get advice and more detailed feedback on why your application was unsuccessful.

## What types of training will we support?

Craft & Technical Bursaries can support training through structured courses with training providers. This can include bespoke training where short courses are not available.

You may apply to attend training outside the UK, but you must clearly demonstrate why this is more appropriate than training in the UK.

You can apply to more than one Creative Skillset funding scheme providing that both you and the course meet the eligibility criteria. Please note, however, that you cannot apply to different funding schemes for the same training course.

All training must take place before 28 February 2018. If this is not possible due to the schedule of the course, please contact the Fund Team for further advice on 020 7713 9800.

### **Bursaries will not support:**

- Training or qualifications that fall outside the priority areas listed in these guidelines;
- Full-time graduate, postgraduate, degree or diploma courses;
- Training that is already supported by other Creative Skillset funds;
- Training that is due to start earlier than one day after the date your application is received by Creative Skillset;
- Training not arranged through a recognised industry training provider or assessment centre;
- Attendance at networking, festivals or social events, or trade exhibitions;
- The purchase of equipment;
- Travel, accommodation and childcare costs *only*.

**To get help applying for a bursary** please contact the Fund Team  
[bursaries@creativeskillset.org](mailto:bursaries@creativeskillset.org) 020 7713 9800

## Your application

### How much should you ask for?

You may apply for up to 80% of the combined fees, travel and accommodation costs of your training (including childcare costs if applicable), up to a **maximum of £800 inclusive of VAT**.

Example
Course costs: £750
Travel costs: £200
<u>Total: £950</u>

**80% x £950 = £760**

### Travel and accommodation costs

Creative Skillset only pay travel and accommodation costs in addition to the course fees, we cannot pay them in isolation.

Travel and accommodation costs will only be supported if your training is held **more than 50 miles from your permanent home address**. You may need to provide proof of address if your application is successful.

Travel and accommodation will be supported at Creative Skillset's standard rate:

- Overnight accommodation within the UK but outside London - £60 per night
- Overnight accommodation in London - £90 per night
- Overnight accommodation outside the UK - £90 per night
- Flights – economy rates only
- Rail travel – standard class fares only
- Car travel – 45p per mile

Please provide a breakdown of your travel and accommodation costs on your application form. If your application is successful we may contact you to ask how your costs were calculated and you may need to provide proof of travel and accommodation costs.

### Childcare costs

Creative Skillset can pay a contribution to childcare costs, in addition to the course fees, and never on its own.

Rates are as follows:

- Up to a maximum of £40 per day within London;
- Up to a maximum of £30 per day outside London but within the UK

Proof of childcare costs/arrangements will need to be supplied if your application is successful.

**Please note:** *there is a high demand for our bursaries and inevitably there is only a finite amount of money to go around. Your application will be assessed against this funding programme and the criteria set out in these guidelines on a first come, first served basis.*

### Diversity and Inclusion

Creative Skillset and the Film Skills Fund recognises the quality and value of difference and champions inclusivity in the UK film industry. We are committed to improving the diversity and

inclusion within the film industry's workforce to better reflect the UK's diverse population. The Film Skills Fund commissions and funds training that will benefit groups currently under-represented within the industry, such as women in technical roles, those from a Black, Asian and Minority Ethnic (BAME) background and those who are disabled, in order to enable those individuals to access training that will help them to progress their careers.

The Film Skills Fund aims to benefit the following:

- Gender – 50% female beneficiaries
- BAME – minimum 20% BAME beneficiaries (40% within London)
- Disability – minimum 10% disabled beneficiaries

Creative Skillset encourages and welcomes applications from people working in all nations and regions of the UK and believes that no one should feel excluded because of their background, circumstances or beliefs.

## How to apply

### Online application process

Applications for funding for training are made using our online application form.

You can log onto this form by following the link below:

[Film Craft & Technical Bursary application form](#)

The online form takes you through the application step by step and should not take more than 30 minutes to complete. Before you start filling in the form, make sure you have the following information available:

- The name of your chosen training course(s);
- The name and address of the training provider;
- The cost of the training and any additional travel, accommodation and childcare costs;
- The dates of your training;
- Your CV ready to upload;
- Copy of your acceptance on the course and confirmation of the course costs ready to upload (either a company headed letter or email from the training provider);
- Direct link to or copy of the course outline ready to upload.

The first page of the application is an eligibility test. If you do not pass this test you will be directed to a Creative Skillset webpage which will give you information about alternative sources of funding. If you do not pass the test but think you are eligible for a bursary please call the Fund Team.

### What do I need to send?

Once you have reached the last page of the form and are ready to submit your application, you will be asked to attach the following documents:

- CV;
- Confirmation of your place on the course and confirmation of course costs;
- Online copy of the course

If you do not attach these documents your application will not be eligible for assessment. If you have problems attaching your documents please call **the Fund Team** on **020 7713 9800**. Once you have completed the application form and attached your supporting documents you must press the **submit** icon on your screen. Until you do this, your application has not been submitted to Creative Skillset to be assessed.

### How do I know that I have successfully completed the online application process?

You will automatically be sent a receipt of application email with a tracking number. If you do not receive this, please check your junk mailbox and if it is not there contact us immediately.

## How your application will be assessed

All applicants will be assessed using the information in our application form, CV and training details against the following criteria:

- Your experience in the film industry and track record in your chosen career path;
- Your career aims and potential to succeed in the film industry;
- Evidence of your skills need;
- Demonstration that the training will have a positive effect on your career;
- The quality of the training you apply to attend, including relevance to current working practices;
- Whether this training would meet the skills need you have identified in your application.

## What happens next?

### If your application is unsuccessful

If your application for funding for training is unsuccessful we will send you a letter outlining the reasons why.

### If your application is successful

If your application for Creative Skillset funding for training is successful you will receive an **offer email and letter** outlining the offer and our terms and conditions (see below). You must **accept the offer within two weeks** of the date of the email. This means signing the offer letter and returning it to us electronically with your bank details. We may also ask for proof of your address – this will be indicated in your offer letter. Any offers not accepted within two weeks will be withdrawn. Creative Skillset cannot release any funding until we receive your signed offer letter.

You will know if your grant application has been successful **within four weeks** of the date your full application is received.

Remember that for your application to be successful, you must submit the application form at least **one day** before the training course is due to start.

If you decide to attend training before receiving notification from Creative Skillset, Creative Skillset does not accept responsibility for funding your attendance should your bursary be declined or considered ineligible. Please bear in mind that to ensure equality of opportunity we cannot speed up the assessment process.

If we offer you funding for training but you no longer wish to accept it, please let us know in writing.

### How will my grant be paid?

Your funding will be paid directly into your personal bank account in two stages:

- **Stage 1:** 50% of your grant will be paid to you on receipt of your signed offer letter;
- **Stage 2:** 50% of your award will be paid on receipt of your online survey (see conditions of Creative Skillset funding for training) and confirmation from the training provider that you have completed the training.

Please note that you are responsible for paying the training provider. Creative Skillset does not accept responsibility for transferring funds to training providers.

## Conditions of funding for training

All Creative Skillset training grants are subject to the following terms and conditions:

- The funding may only be used for the training purposes outlined in your application;
- You will attend the training in its entirety unless there are mitigating circumstances;
- You will complete all documentation required both before and after you have completed the course(s);
- You will complete the Creative Skillset online survey **within two weeks of the end of your training** – your offer letter will tell you what to include in your report;
- You agree to be contacted by Creative Skillset in the future to determine the success of your training in achieving your career aims;
- You agree to contributing to online activity during the training should this be requested (e.g. tweeting or blogging);
- You agree to take part in Creative Skillset's evaluation process if requested.

If you do not meet any of the conditions outlined above, Creative Skillset reserves the right to withdraw your bursary and may request repayment of funding already released.



## Funding for training timetable

You may find it helpful to use this timetable when planning your application for Creative Skillset funding.

The date we will use will be the date the last piece of supporting documentation is submitted to us. Once we have all the requested documents your application is passed to the assessors.

### **1 day after your application is received**

- Automated email confirmation that your application has been received.

### **4 weeks after your application is received**

- Creative Skillset tells you whether or not your application has been successful.
- If successful, you will receive an offer letter to sign and return.
- If unsuccessful, we will tell you why.

### **6 weeks after your application is received**

- You must accept an offer within two weeks of the date of the offer letter.
- When you return the offer letter, you must include your bank details and proof of address if we ask for this.
- Creative Skillset will release the first 50% of your funding upon receipt of the above.

### **4 weeks after the end of your training**

- You must fill in our online survey and send us proof that you attended the course. Creative Skillset will release the final 50% of your funding once we have this.

## Contact us

For more information on the application process or any queries, please contact the Fund Team.

e: [bursaries@creativeskillset.org](mailto:bursaries@creativeskillset.org)

t: 020 7713 9800