



Regional Investment Fund for England

Docu-Regio 'Pitching and Networking in Europe' 2009/10 Application Form DEADLINE: April 6, 2009

The questions in this application form allow us to gather the information we need to decide whether to fund your project. There is additional guidance text next to specific questions.

Please write clearly or type.

Please send completed applications and supporting documentation to:

Docu Regio
Screen South
The Wedge
75-81 Tontine Street
Folkestone
Kent
CT20 1JR

Please do not bind or staple your application material. (Please collate and use clips).

WE CAN NOT ACCEPT FAXED, PHOTOCOPIED OR EMAILED APPLICATION FORMS.

WE DO NOT ACCEPT LATE APPLICATIONS.



GIFTS (URN) reference (for office use only)
Date Application Received:

Your Contact Details

Name of Applicant / Main Contact

Please give full name.

Organisation Name (as applicable)

Organisations please give full company name

Address

County:	Postcode:
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Local Authority

Please give the local authority where you are based.

Telephone

Mobile

Fax

Email

Website

Do you have any special access needs?

No

Yes

For example, do you require large print or minicom.

If yes, please specify

Have you attended a Screen South Information Day? Yes

No

If yes, please specify:

Location

Date

Have you had a 1 to 1 or telephone conversation with a Screen South Executive about this project? Yes

No

If yes, please specify

Location

Date

Executive

Docu Regio Project Proposal

Project Title

25 Word Project Summary and estimated running time

Please submit the following along with your application form:

- Synopsis and full treatment
- Outline of project status and any partnerships secured or in place
- Note of intention of the director dealing with the visual approach and the narrative structure
- Estimated production budget and estimated financing plan (in €)
- Letter of motivation
- Curriculum vitae of the director and producer
- Brief description of your production company or your professional activities
- A list of the company's productions: in development, pre-production, production and of those released
- Showreel of completed work

Amount requested from Screen South

Further Information

What is your main area of activity? Please tick all those relevant.

Archive	<input type="checkbox"/>	Broadcast	<input type="checkbox"/>
Charity	<input type="checkbox"/>	Co-Financier	<input type="checkbox"/>
Community Organisation	<input type="checkbox"/>	Education/Training Organisation	<input type="checkbox"/>
Facilities House/Studio	<input type="checkbox"/>	Festival	<input type="checkbox"/>
Full-time Cinema	<input type="checkbox"/>	Library	<input type="checkbox"/>
Museum	<input type="checkbox"/>	Part-time Cinema	<input type="checkbox"/>
Production Company	<input type="checkbox"/>	Reader	<input type="checkbox"/>
Other – Please specify	<input type="text"/>		

If you are applying as an individual, please go on to the next page.
If applying as an organisation, please fill in the details below.

What is the legal status of your company? Please tick one.

Charity	<input type="checkbox"/>	Legally Constituted Partnership	<input type="checkbox"/>
Local Authority	<input type="checkbox"/>	Other Public Sector Body	<input type="checkbox"/>
Private Company	<input type="checkbox"/>	University, college or school	<input type="checkbox"/>
Other – Please specify	<input type="text"/>		

Is your organisation VAT registered? Yes No

Company registration number?

When was your company set up? (month/year)

What is your company's turnover for the current financial year? £

Does your organisation have public liability insurance?

No Yes

Please specify to what value

We realise it might be clear from your name or project description what type of organisation you are, this question gives us information in a statistical format.

All types of legal status can be eligible.

It is important to note that you may not be able to reclaim all of the VAT even if you are VAT registered. You should take professional advice on this matter.

Please give registrati

Project Diversity Details

Diversity

Is your project directed at, or of particular relevance to, a particular group of people?

Children & Young People	<input type="checkbox"/>	Ethnic Minority Groups	<input type="checkbox"/>
People with disabilities	<input type="checkbox"/>	No	<input type="checkbox"/>

What age of intended participants is your project directed at?

Child (0-13)	<input type="checkbox"/>	Young People (14-18)	<input type="checkbox"/>
Young Adult (19-26)	<input type="checkbox"/>	Adult (Over 26)	<input type="checkbox"/>

Is your project directed at, or of particular relevance to, people from a specific ethnic background? Please tick all backgrounds relevant:

<u>A: White</u>		<u>B: Mixed</u>		<u>C: Asian or Asian British</u>	
White British		White & Black Caribbean		Indian	
White Irish		White & Black African		Pakistani	
Any other White Background		White & Asian		Bangladeshi	
		Any other Mixed background		Any other Asian Background	

<u>D: Black or Black British</u>		<u>E: Chinese or other ethnic group</u>	
Caribbean		Chinese	
African		Any other ethnic group	
Any other Black Background			

Is your project directed at, or of particular relevance to, people with disabilities?

Hearing impaired	<input type="checkbox"/>	Visual impaired	<input type="checkbox"/>
Other physical impaired	<input type="checkbox"/>	Mental disability	<input type="checkbox"/>
All types of disability	<input type="checkbox"/>	No	<input type="checkbox"/>

If your project involves work with children, young people or with vulnerable adults, are all staff covered by legal requirements?

Yes No

This section is to help us understand the nature of your project and any access and inclusion opportunities that might be offered by it.

You may tick more than one.

You may tick more than one.

The lottery distributors have agreed with the DCMS that all applications for lottery funding will record whether the people who will benefit from the project are entirely or mainly from ethnic-minority communities.

For example, CRB check. Please include a copy of your organisations child protection policy.

Eligibility Details

Have you ever applied for lottery funding before?

Yes No

If yes, please give information below.

Organisation applied to:	Reference Number	Were you successful?
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you ever applied for Screen South lottery funding before?

Yes No

If yes, please give information below.

Reference Number	Were you successful?	Current Status of award (completed/active)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Declaration of Interest, Data Protection and Freedom of Information

Declaration of Interest	
Are you aware of any personal or professional relationship with any staff or board member of Screen South or the UK Film Council? (If yes, who are they?)	<input type="checkbox"/> No <input type="checkbox"/> Yes (Please specify)

Data Protection Act
Part or all of the information you give us will be held on computer and used for statistical purposes. It will also be used for the administration of applications and awards. We may provide copies of the information in confidence to individuals or organisations who are helping us assess applications or monitor funding and may also be shared in connection with these purposes with other companies in the UK Film Council group of companies.
If you would like to be added to the Screen South Mailing List and Newsletter please tick the box <input type="checkbox"/>
If you would not like to be added to the Screen South Mailing List and Newsletter please tick the box <input type="checkbox"/>

Freedom of Information Act
The Freedom of Information Act 2000 gives members of the public the right to request information held by the Screen South. This includes information held in relation to applications to Screen South's various funding programmes or schemes. Therefore if you choose to apply to Screen South you should be aware that the information you supply, either in whole or in part, may be disclosed under the Freedom of Information Act.

Fraud
Screen South will take legal action to recover funds from an applicant who has provided fraudulent information in the application.

Equal Opportunities Additional Information

Please note you will need to return this form as part of your application, providing any of the information requested is optional

We are committed to pursuing equal opportunity. Monitoring applicants and applications is one way of helping ensure that there is no discrimination in the way applications are assessed. The information you provide on gender, ethnic origin and disability will be used for **monitoring purpose only**. This section will be separated from your application upon receipt and the information it contains will not influence your application in any way.

Please complete for every person on the project team who will be involved.

Gender of Applicant

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Do not wish to disclose	<input type="checkbox"/>

What is your ethnic group? Chose ONE section from A to E then tick the appropriate box to indicate your cultural background

<u>A: White</u>	<u>B: Mixed</u>	<u>C: Asian or Asian British</u>
White British	White & Black Caribbean	Indian
White Irish	White & Black African	Pakistani
Any other White Background	White & Asian	Bangladeshi
	Any other Mixed background	Any other Asian Background

<u>D: Black or Black British</u>	<u>E: Chinese or other ethnic group</u>
Caribbean	Chinese
African	Any other ethnic group
Any other Black Background	

Disability of Applicant

Are you registered as disabled?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Do not wish to disclose	<input type="checkbox"/>

Docu Regio Application Form Checklist

Finishing your application				
This checklist will help you make sure that you are sending us a complete application. Please note: if you do not send all the information we require, we will not process your application. We will ask you for the missing information and it will take longer for you to get a decision from us.			Individual	Organisation
Tick the boxes to confirm that:				
You have answered all the questions on the application form				
The main contact - has signed the declaration				
A senior contact from your organisation (not the main contact) has signed the declaration		N/A		
You have made a copy of this application for your records				
AND that you have enclosed:				
A copy of your Constitution, Articles of Association or Memorandum and Articles		N/A		
A copy of your Latest Annual Accounts		N/A		
2 Forms of Proof of Address - less than three months old				N/A
Synopsis and Full Treatment				
Outline of project status and any partnerships secured or in place				
Note of Intention of the director dealing with the visual approach and the narrative structure				
Estimated Production Budget (in €)				
Estimated Financing Plan (in €)				
Letter of Motivation				
A copy of the Director's Curriculum Vitae				
A copy of the Producer's Curriculum Vitae				
A Brief Description of your production company or your professional activities				
A list of the company's Productions: in development, pre-production, production and of those released				
A copy of Showreel of completed work				
Have completed the Equal Opportunities Additional Information				

Your Declaration			
<p>When you fill in this section, please print in BLOCK CAPITALS and include the full names and positions of those people signing. At least two members of the organisation must sign the application form. One of these people should be the main contact, and the other should be a chair or another member of your organisation's management.</p> <ul style="list-style-type: none"> • The signature on the application form must be original. • We cannot accept photocopied or faxed signatures. <p>The project described in the application falls within our powers of the constitution or Memorandum and Articles of Association. We have the power to accept any award offered, depending on the conditions shown, and to repay the award if we do not meet the conditions.</p> <p>We confirm that the information we have given is true and we have answered all the questions on the form. We will let you know immediately if any of the information we have provided changes.</p>			
Main Contact		Second Signature (Organisations Only)	
Name		Name	
Position		Position	
Signature		Signature	
Date		Date	