



Regional Investment Fund for England
Docu Regio Pitching and Networking Programme

Guidelines for Applicants

If you would like to receive these guidelines in an alternative format please email info@screensouth.org.

Please take time to read these guidance notes carefully. They will explain who can apply, how to apply, what you need to send with your application form and what will happen when we receive your application.

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Please read our guidelines carefully before completing your application form. This will help to avoid you wasting time and help us to process your application effectively.

Please do not interpret pre-application discussion with our staff as a promise that your application will be successful.

Screen South Overview

Screen South is the Regional Screen Agency for the South East of England. We aim to stimulate a successful, vibrant film industry and promote the widest possible enjoyment and understanding of cinema throughout the region.

Screen South works towards ensuring that the economic, cultural and educational aspect of film are effectively represented in the region.

Screen South believes that having access to a wide choice of films, enjoying them, understanding them and making them should be open to everybody.

We endeavour to support a sustainable cultural, economic and social benefit to the regional industry and regional community in film development and production, training, international development and promotion, distribution and exhibition, community filmmaking, education, screen commission and film heritage.

Screen South covers the area outlined by the Government Office for the South East. This includes Berkshire, Buckinghamshire, Surrey, Oxfordshire, Kent, East and West Sussex, Hampshire and the Isle of Wight.

Screen South Core Objectives

Creativity - encouraging the development of new talent, skills, and creative and technological innovation in the regions film sector and assisting new and established filmmakers to produce successful and distinctive British films;

Enterprise – supporting the creation and growth of sustainable businesses in the film sector, providing access to finance and helping the regional film industry compete successfully in the domestic and global marketplace;

Imagination - promoting life-long learning and an appreciation and enjoyment of cinema by giving regional audiences access to the widest range of UK and international cinema, and by supporting film culture and heritage.

Aims of Docu Regio

The Docu Regio European Co-Production scheme will enable successful applicants to develop their pitching skills to the highest standard, i.e. to present their documentary project in a concise and convincing way before a panel of European Commissioning Editors. Docu Regio will also aim to create a network of twelve European regions already supporting documentary productions and ready to promote new co-production projects.

Who Can Apply?

Docu Regio is aimed at producers who have a documentary project which has a European dimension. The project should be at development stage and suitable for European Co-Production. The project should also have both television and theatrical distribution potential.

We can accept applications from:

- Individuals based in the Screen South region
- legally constituted organisations operating in the Screen South region

A legally constituted organisation may be one of the following:

- private company limited by guarantee
- private company limited by shares
- legally constituted partnership
- unincorporated group
- schools, colleges and universities
- local authorities
- other public sector bodies
- charities

Screen South covers the area outlined by the Government Office for the South East this includes Berkshire, Buckinghamshire, East Sussex, Hampshire, Isle of Wight, Kent, Middlesex, Oxfordshire, Surrey and West Sussex.

WHEN CONSIDERING AN APPLICATION ENSURE THAT YOUR POSTCODE IS WITHIN OUR REGION. A LIST OF POSTCODES WE COVER IS AVAILABLE ON OUR WEBSITE:

<http://www.screensouth.org/documents/Screen%20South%20Regional%20Postcodes.pdf>

How to apply

Please complete the Docu Regio application form. This asks for information about you, your organisation, your project and your project budget. The form also gives us important information, which we use for monitoring who benefits from our awards.

You also need to send us some other items of information with your application form. The section 'What to send with your application' tells you about this.

PLEASE ENSURE THAT YOU HAVE COMPLETED THE APPLICATION FORM IN FULL. INCLUDING:

- **AN ORIGINAL SIGNATURE AT THE END OF THE FORM**
- **COMPLETED DIVERSITY STATEMENT**
- **ENCLOSING ALL THE INFORMATION AND NUMBER OF COPIES REQUIRED**

Docu Regio Deadline

The deadline for receipt of application is 06 April 2009.

Interviews will be held on 16 April 2009.

Successful applicants will be announced on 20 April 2009.

What to send with your application

- Project 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 €) A template is available.
- 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

Individuals

- Two forms of proof of address, less than three months old. These may include utility bills or official letters in your name. We will not accept mobile telephone bills or letters from production companies.

Organisation

- A copy of the organisations Constitution, Rules or Memorandum and Articles of Association
- A completed monitoring form for your organisation
- The most recent audited End of Year Accounts. Organisations that have not been trading long enough to have End of Year Accounts must submit their last 3 bank statements
- Child Protection Policy. Applicants working with young people will need to demonstrate they have an appropriate protection policy in place which covers their organisation and staff
- An Equal Opportunities Policy

All AV material should be on DVD and be clearly labelled on both packaging and actual DVD with:

- Docu Regio 2009
- Applicant Name
- Project Title: (meaning the title of the project submitted)
- DVD contents: (index of clips/films)

We will not process incomplete applications and will request missing information.

Where to send your application

Applicants must submit An original signed application form and enclosures by post to be received by Screen South by the appropriate deadline.

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

WE WILL NOT ACCEPT LATE APPLICATIONS.

What happens next?

When we receive your complete application, we will notify you of receipt and issue you with a unique reference number. If your application is incomplete, we will request that you send the missing information. We will not assess the application until it is fully complete.

If you application is incomplete you will be given 2 working days from the deadline to provide any missing information, failure to submit within this time limit will result in your application being ineligible for.

How will my application be assessed?

Assessment stage one – Eligibility Check

Your application will be checked to see if it is complete and that all compulsory actions have been carried out:

- Applicant from the Screen South Region
- All documents have been enclosed and are in date

Eligible application will be passed on to the next assessment stage. Incomplete applications will be contacted to request further information. Ineligible applications will be notified.

Assessment stage two – Project Assessment

Eligible applications will be reviewed by Screen South and Docu Regio Partners. They will select a maximum of 10 applications for interview.

Assessment Stage three – Interview

If you are shortlisted you will be invited to participate in an interview to review and discuss your project.

You must make yourself available for the interview on 16 April 2009.

Once the interview has taken place the panel will review the presentation on the following:

- Clarity of Project
- Delivery Management
- European Co production Potential

This will be marked using the following:

- Excellent
- Good
- Average
- Needs Work
- Poor

Assessment Stage four – Project Assessment and Funding Committee

Following interview Screen South and Docu Regio partners will select the project that will go forward; this will be the project that will most benefit from being part of the Docu Regio Programme.

Information and Requirements for Successful Applications

Offers: Successful applicants will be sent an official offer letter, with their relevant CRAAV/Screen South contact, and signed acceptance must be received within 30 days. The successful applicant will be tracked and monitored on an ongoing basis throughout the life of the award.

Credits: Credit must be given to Screen South in the following format in a legible and appropriate position. 'This project has been supported by Screen South and the RIFE lottery funding programme'. The Screen South logo and UK Film Council Lottery logo *must appear* on the end credits of the film and all script and marketing materials (including poster, postcards, flyers and as appropriate). Logos will be provided upon request. Failure to comply with this may result in a grant being withdrawn or reduced.

Further credit requirements to other Docu Regio funding partners will be confirmed in due course.

Publicity: All recipients of Lottery funding will need to agree to Screen South's use of the projects in terms of published case studies and other promotional activities. This will, in the main, take the form of written text and appropriate images.

Monitoring: We monitor each award to ensure that your project's progress is in line with your application and investment agreement. Your award offer letter will outline how you should monitor your project and when we require progress reports (they will normally be linked to payment instalments.)

Evaluation: We will require an evaluation report from awardees in order that we can appraise your completed project to measure how far it has achieved its aims. This will help us both to measure the success of the programme and assess how to improve it. The evaluation report must include both quantitative measures (such as the number of people who will see a film that has received financial assistance) and qualitative measures (e.g. awards, critical success, career impact).

Recoupment: Where Screen South's RIFE investment is awarded to projects that will generate income we will stipulate a recoupment clause in all award agreements to reflect a fair return in our investment which can then be distributed to future projects. Usually this agreement is on a pari-passu basis in relation to other investors. Please ask Head of Production Development and Training for further details

More Information

Solicitation: In exceptional circumstances, we may invite applications for specific projects that meet our priorities, or suggest that you revise your application so that your project meets a particular priority. However, solicited applications are not guaranteed funding (please refer to Screen South's solicitation policy).

Complaints and appeals: Screen South acknowledges that from time to time applicants may be dissatisfied with Screen South's service in the consideration of funding applications and/or the conduct of a member of its board or staff.

If you may wish to complain or appeal please see our complaints and appeals procedure <http://www.screensouth.org/documents/Screen%20South%20Complaints%20and%20Appeals%20Procedure%20as%20of%20101208.pdf>

Fraud: We will take legal action to recover funds from any applicant who has provided fraudulent information in their application.

Diversity and monitoring: We collect information relating to ethnicity, disability, social inclusion and possible barriers to participation from all applicants. We separate diversity and monitoring information from your application when we receive it. Diversity and monitoring information does not contribute to the assessment of your application.

The relevant officer monitors projects. Monitoring ensures that the progress of the development is in line with the application and the funding agreement. Monitoring also requires you to give us regular reports as the project progresses. You will be advised in your offer letter when these will be required, as they will normally be linked to payment instalments. Final payment will be held until a final evaluation report and all post completion monitoring forms have been completed.

From time to time Screen South may contact successful applicants who have completed a project to assess the long term impact of funding.

Declarations of Interest: The Board and staff of all Lottery distributors, including Screen South, must declare any relationships or interests with people applying for grants. If you are aware of any personal relationship or link with any Screen South staff or board member that you may have please tick the 'Yes' box on the application form and name the person and the reason for your declaration.

Screen South requires all its board members and staff to formally register their interests in writing and these records are kept at Screen South's offices. In addition, members of the Screen South Board and staff who have such interests must declare these to the Chair of any meeting, which is discussing and deciding upon applications for funding.

Any application made to Screen South in which a Screen South Board member or staff member has an interest will, in the first instance, be referred to the UK Film Council, who will determine the procedure by which the application will be assessed.

Data Protection: 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.

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

Contact list

Screen South Headquarters

The Wedge
75-81 Tontine Street
Folkestone
CT20 1JR
Tel: 01303 259777 Fax: 01303 259786
E-mail: info@screensouth.org
Web: www.screensouth.org

Head of Production Development & Training:

Miranda Robinson
miranda.robinson@screensouth.org

Head of Operations:

Vanessa Cook
vanessa.cook@screensouth.org

Chief Executive:

Jo Nolan
jo.nolan@screensouth.org