

WOMEN'S HISTORIES

Engagement Fund Guidelines



INTRODUCTION

What is Changing Times?

Changing Times is a four-year, nationwide programme of screen heritage activity delivered by the BFI Film Audience Network (FAN). It is an exploration of over one hundred years of social change as documented by moving image material held in our film and television archives. Through a series of screenings and public events, Changing Times will offer audiences the chance to reflect on a century of cultural transformation by discovering the many voices, hidden histories and forgotten stories that make up our collective past, and will foster stronger links between the archive and exhibition sectors.

What is Women's Histories?

In its first year, Changing Times centres on Women's Histories as reflected within the UK's screen archive collections. From January to May 2019, we will celebrate the inspiring advances made by generations of remarkable women who have transformed attitudes and changed our everyday lives. The programme will respond to ongoing discussions around women in society, in culture and in film culture, and acknowledges that these conversations are of particular importance to contemporary audiences.

There are two simple ways for FAN Members to get involved:

- **Film Menu** - A selection of features curated in response to the theme of Women's Histories will be available to book at reduced rates, with funding available to enhance screenings. The Film Menu will be available to book in late-November, screenings will take place from 1 January to 31 May.
- **Engagement Fund** - A wide-ranging fund to support a variety of screening projects that respond to the theme of Women's Histories - from one-off events to full film seasons to larger-scale commissions. The Engagement Fund is open now, more information on how to apply is below.

All activity supported through Changing Times: Women's Histories will also screen a new 5 minute version of *Born a Rebel*, a short film produced as a North East, North West and Yorkshire Film Archive collaboration to uncover stories of women's representation from within their screen heritage collections, and inspired by the original 15 minute *Born a Rebel* production commissioned by Cinema For All as part of the Vote 100 programme, supported by the Women's Centenary Grants Fund. The original production is available to book via the Cinema For All Booking Scheme.

ABOUT THE FUND

Timeline

Expressions of interest can be submitted at any time between **16 November 2018** and **1 March 2019**. Assessments will be made on a rolling basis, although we would expect larger proposals to reach us early in the submission window. We reserve the right to close the fund earlier should all funds be awarded.

We will carry out an initial assessment of your EOI within 2 weeks of submission to see if your activity meets the Engagement Fund criteria.

All activity needs to be complete by **31 May 2019**.

What are we looking for?

We are looking to support screenings and events that respond to the Changing Times key objectives:

- To increase the exhibition of screen heritage material across FAN
- To explore our shared past through the histories of people and society

- To boost audience engagement with the UK's screen heritage, with a particular focus on FAN target areas of reaching young people (aged 16-30) and increasing the diversity of audiences

Projects should also demonstrate how they reflect the overall aims of Changing Times: Women's Histories:

- To highlight the sometimes overlooked contributions of female filmmakers to the UK's screen heritage collections
- To unearth little known stories of social transformation driven by women
- To explore the diverse histories of women across generations

GET INSPIRED

Example activity

The Engagement Fund can support a variety of audience projects that respond to the 2018/2019 theme of Women's Histories. Example activity may include:

- Enhanced screenings featuring introductory speakers, Q&As, panel discussions or workshops
- Immersive, site-specific, cross-arts or live accompaniment events - particularly larger-scale commissions with the potential to tour or scale-up
- Programmes exploring particular aspects of Women's Histories - eg. women at work, female filmmakers, women and the LGBTQ+ movement
- Programmes exploring particular aspects of the archive - eg. Women's Histories 1960-, women on video, women in silent film
- Programmes featuring titles not included in the Film Menu that respond to the theme of Women's Histories

- Screenings of archive material produced in collaboration with Regional or National Film Archive curators and experts
- Events contextualising the theme of Women's Histories specifically for local audiences or particular interest groups
- Pop-up/touring programmes or events that bring screen heritage to audiences in a range of locations

BFI Diversity Standards

As a Lottery funding recipient from the BFI, we uphold the [**BFI Diversity Standards**](#) to guide our own activities and the projects we fund. The Standards focus on disability, gender, race, age and sexual orientation (as they pertain to the Equality Act 2010), and also seek to ensure that people from lower socio-economic groups are better represented.

We are asking supported projects to embrace these standards. Priority will be given to projects that meet these criteria.

AVAILABLE SUPPORT

How much can I ask for?

You can apply for support of between **£500 - £15,000**.

We will review each project submitted individually, but broadly speaking, we can support the following costs:

- Film rights and print transport
- Curation fees, rights clearances and editing costs relating to the materials in the Regional and National Archives' collections
- Marketing and PR campaigns
- Speaker, talent or artist fees
- Accessibility costs - eg. creating accessible supporting materials, subtitling fees
- Staffing costs related to the delivery of the project - eg. curation or project management costs
- Venue hire and project-specific equipment costs
- Volunteer costs and evaluation expenses

- Outreach and community access costs - eg. providing transport for isolated audiences

- Event/wraparound activity costs

Please note that we are not able to fund 100% of a project's costs. Whilst we do not have a set requirement percentage for match funding, we expect to see box office income and other partnership support - whether in cash, volunteer time or other in-kind contributions - included in the budget.

APPLY NOW

How to apply

Accessing the Engagement Fund involves a two-stage proposal process.

Stage 1

In the first instance, you will submit an Expression of Interest Form, including a brief budget overview.

The EOI Form is your chance to describe your project and the Engagement Fund support you require. Projects don't need to be completely finalised at this stage as the form is the first step in getting involved in Changing Times. If you'd like to discuss your proposal prior to submitting an EOI, or if you would like some guidance on completing the form or budget, get in touch.

[Download the Expression of Interest Form.](#)

Stage 2

If your submitted project is eligible, we will work with you to develop your proposal before final review, after which you will be asked to complete a Project Delivery Form and a full project budget.

Assessment criteria

We will carry out an initial assessment of your EOI within 2 weeks of submission to see if your activity meets the Engagement Fund criteria. These are:

- **Activity eligibility** - does the proposed activity meet Changing Times' key objectives and the specific aims of Changing Times: Women's Histories?
- **Audience reach** - what are the audience targets, will the planned activity deliver them? Subsidy per head will be a consideration.
- **BFI Diversity Standards** - does the project show an engagement with the BFI Diversity Standards?
- **Impact** - what is the cultural ambition of the proposed programme?
- **Budget** - are all reasonable costs considered and has match funding been included?

Note that in order to receive Changing Times support, you must be a FAN Member and your activity must focus on UK screen heritage.

MOVING FORWARD

Revising proposals

We may not be able to support all projects that are submitted to us. If we're unable to support you, then we'll offer feedback to help you revise your project for reconsideration where possible. Being unsuccessful does not prevent you from accessing the Film Menu or other Changing Times opportunities in the future.

Successful ideas

Once the Project Delivery Form and budget have been received and approved, you will be sent a contract setting out the terms and conditions attached to the award.

Your contract will contain clauses on the following areas, along with relevant templates, guidelines and assets:

- **Branding** - Promotional materials for all supported activity must carry the BFI FAN and Changing Times logos. All promotional materials must be signed off by the Film Audience Network prior to publishing, printing or sharing.
- **Monitoring and reporting** - Successful proposals will be required to survey audiences and undertake project

reporting and evaluation. Reporting requirements will be proportionate to the scale of your project and the size of your award and will be confirmed at the contracting stage.

- **Payment** - Film Hub North are leading Changing Times activity on behalf of FAN. The Sheffield Media and Exhibition Centre Limited (Showroom), as signatory for Film Hub North, will pay your award by BACS.

For awards over £1,500, payments will be split with a lump sum upfront and the remaining amount paid post-activity and only after we have received all agreed reporting requirements. You will be asked to submit an invoice for both payments.

For awards between £500 - £1,500, you will be asked to submit an invoice after we have received all agreed reporting requirements.

- **Use of award** - Support must be used exclusively for the purpose for which it was requested, as set out in your Project Delivery Form and budget.

Note that projects will need to maintain financial records including invoices, and that these may be audited.

GET IN TOUCH

Contact us

Film Hub North are leading Changing Times on behalf of FAN. To discuss any aspect of your project, please feel free to contact:

Andy Robson, Screen Heritage Producer
andy@filmhubnorth.org.uk

Please submit your completed Expression of Interest form to:

Roisin Mullins, Programme Coordinator
roisin@filmhubnorth.org.uk

The Film Audience Network

Supported by National Lottery funding, the BFI Film Audience Network (FAN) is central to the BFI's aim to ensure the greatest choice of film is available for everyone. Established in 2012 to build wider and more diverse UK cinema audiences for British and international film, FAN is a unique, UK-wide collaboration made up of 8 Hubs managed by leading film organisations and venues strategically placed around the country.

The eight Film Hubs are:

- [Film Hub London](#)
- [Film Hub Midlands](#)
- [Film Hub North](#)
- [Film Hub Northern Ireland](#)
- [Film Hub Scotland](#)
- [Film Hub South West](#)
- [Film Hub South East](#)
- [Film Hub Wales](#)

FURTHER CONTACTS

Regional and National Film Archives

When proposing projects that include content from Regional and National Film Archives, we expect you to have consulted with the respective archive(s) in advance and include relevant fees and details in your budget overview.

For more information and contact details, visit your local archive's website:

- [BFI National Archive](#)
- [East Anglian Film Archive](#)
- [Lincolnshire Film Archive](#)
- [London's Screen Archives](#)
- [Media Archive for Central England](#)
- [The National Library of Scotland Moving Image Archive](#)
- [The National Screen and Sound Archive of Wales](#)
- [North West Film Archive](#)
- [Northern Ireland Screen](#)
- [Screen Archive South East](#)
- [South West Film and Television Archive](#)
- [Wessex Film and Sound Archive](#)
- [Yorkshire Film Archive](#)
- [North East Film Archive](#)

Born a Rebel

In addition to a new 5 minute version of *Born a Rebel* screening alongside all Changing Times: Women's Histories activity, the original 15 minute film is available to book through the Cinema For All Booking Scheme.

For booking enquiries, please contact:

info@cinemaforall.org.uk