

Craft, Technical and Production Bursaries for Feature Film Freelancers 2018/19 Guidelines



Film Craft, Technical & Production Bursaries from the Film Levy Skills Investment Fund are training grants of **up to £800** for **film professionals currently working** in eligible craft, technical and production departments in the UK film industry to support skills training.

Applications for bursaries which contribute towards the cost of training in key skills areas will be prioritised. These priority skills categories are identified in these guidelines.

PLEASE NOTE:

This is a rolling bursary scheme, to which you can submit an application to at any time. The deadline for applications is **31 March 2019**

However, these funds are in high demand and will close when all of the funds have been allocated, which may be before this date.

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

Read these guidelines carefully and note the **KEY POINTS SUMMARY** boxes BEFORE applying

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1. WHICH DEPARTMENTS, ROLES AND SKILLS AREAS ARE PRIORITISED FOR BURSARY SUPPORT?

The below roles and skills categories within the listed departments are currently being prioritised for training within the film industry.

****Bursary applications relating to these skills areas will be prioritised****

ART DEPT	<ul style="list-style-type: none"> • Art Directors • Concept Artists • Drafts-people • Sculptors • Scenic Painters • 3D Model Makers • Props • Researchers • Metal Workers
CAMERA	<ul style="list-style-type: none"> • Loaders • Script Supervisors
CONSTRUCTION	<ul style="list-style-type: none"> • Carpenters • Specialist painters • Specialist carpenters • Riggers • Finishing
COSTUME	<ul style="list-style-type: none"> • Costume Designers • Costume Prop Makers • Costume Jewellery
ELECTRICAL	<ul style="list-style-type: none"> • Gaffers
HAIR & MAKE-UP	<ul style="list-style-type: none"> • Combined Hair & Make-up skills
POST PRODUCTION	<ul style="list-style-type: none"> • VFX - Effects TDs • VFX – Rigging • VFX – Animators • VFX – Creature TDs (incl. cloth & hair) • VFX – Lighting TDs <p>(continues over page...)</p>

	<ul style="list-style-type: none"> • VFX - Pipeline and R&D • VFX – Producers • Sound Effects • Online Editors – Avid and Flame • Editors
PRODUCTION DEPARTMENT	<ul style="list-style-type: none"> • Production Accountants inc. Assistant Accountants • Production Managers, Coordinators & Secretaries • Location Managers • Line Producers • First Assistant Directors
HEALTH & 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.

1. KEY POINTS SUMMARY

Take note of the above priority skills and roles list. Bursary applications which ask for help with training costs in these roles & skills areas will be prioritised.

2. WHAT TYPES OF TRAINING CAN BURSARIES SUPPORT?

Craft, Technical & Production Bursaries WILL support:

- Training through structured courses with training providers;
- Training outside the UK, but you must clearly demonstrate why this is more appropriate than training in the UK;
- Training which takes place before **30 April 2019**. If this is not possible due to the schedule of the course, please [contact the Fund Team](#) for further advice.

Training or qualifications that address the roles and skills areas listed in Section 1, will be prioritised.

Craft, Technical & Production Bursaries WILL NOT support:

- Full-time graduate, postgraduate or educational 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;
- 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.

We are only able to support a maximum of 3 bursaries per 10 places available on any single course.

2. KEY POINTS SUMMARY

- Please check the types of courses and training the bursaries will support before starting your application.
- You CANNOT apply to different Creative Skillset funding schemes for the same training course (i.e. your training cannot be part-funded by two Creative Skillset schemes at the same time).
- Creative Skillset will only support a max of 3 bursaries per every 10 places on any single course.

For any clarification, please contact the Fund Team:

bursaries@creativeskillset.org

020 7713 9800

3. WHO CAN APPLY FOR BURSARIES?

Craft, Technical & Production Bursaries from the Film Skills Levy Fund are available to professionals looking for additional support to help them up-skill. Check your eligibility for funding **BEFORE** applying using the below checklists:

AM I ELIGIBLE?

1. Those applying for a Craft & Technical Bursary must be **ALL** of the following:

<ul style="list-style-type: none"> Working in the UK FILM INDUSTRY (including feature-length documentaries) 	✓
<ul style="list-style-type: none"> A proven FULL TIME FREELANCER <p><i>Please note you qualify as a freelancer if you are employed in the UK film industry on a fixed term contract of less than 365 days OR you are in employment in the UK film industry but can prove that you have been given a date of termination of employment and will become a freelancer OR you have previous professional experience working in the UK film industry within the last 2 years but are currently unemployed.</i></p>	✓
<ul style="list-style-type: none"> Working in a CRAFT, TECHNICAL, PRODUCTION OFFICE OR POST PRODUCTION ROLE 	✓

Returning to the industry after a career break? Contact [Creative Skillset](#) to see which funding schemes are available to you.

2. Those applying for a bursary must have **ALL** of the following:

<ul style="list-style-type: none"> At least 2 PROFESSIONAL CREDITS ABOVE TRAINEE AND OR/ DAILY LEVEL on feature-length films and/or feature-length documentaries 	✓
<ul style="list-style-type: none"> A history of work in feature-length films and/or feature-length documentaries which have been DISTRIBUTED 	✓
<ul style="list-style-type: none"> Been ACCEPTED on to the training course(s) you want to attend 	✓

3. The training course(s) you require funding for **MUST**:

<ul style="list-style-type: none"> Cover the PRIORITY SKILLS AND DEPARTMENTS listed in Section 1 	✓
<ul style="list-style-type: none"> START NO LATER than one working day before you submit your application form to Creative Skillset 	✓
<ul style="list-style-type: none"> Be delivered by a RECOGNISED TRAINING PROVIDER or high calibre industry professional working in their specialist field 	✓

WHO IS NOT ELIGIBLE?

You CANNOT apply for a Craft & Technical Bursary if any of the following apply to you:

You are IN FULL-TIME EDUCATION	X
You are EMPLOYED on a permanent basis (i.e. not freelance)	X
You do NOT have a permanent UK address	X
You CANNOT DEMONSTRATE CLEAR, PROFESSIONAL EXPERIENCE within the UK film industry	X
You CANNOT DEMONSTRATE that you are working as a FILM FREELANCER	X
You have professional credits in TRAINEE OR DAILY ROLES ONLY	X
You are applying ON BEHALF OF AN ORGANISATION	X
You have already received a Craft, Technical & Production Bursary and it has been LESS THAN 12 MONTHS since this bursary was received	X
You have already received a Craft, Technical & Production Bursary AND YOUR TRAINING IS NOT YET COMPLETE	X

I'M NOT ELIGIBLE! WHAT CAN I DO?

If you have checked the above lists and found you are not eligible for a Film Craft, Technical & Production Bursary, there may be other Creative Skillset schemes you could apply for.

[CLICK HERE](#) to check out Creatives Skillset's website and find out more.

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 diversity and inclusion within the film industry's workforce to better reflect the UK's diverse population.

The Film Skills Fund supports 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 achieve the following in their funded programmes:

- 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.

3. KEY POINTS SUMMARY

- Please check your eligibility against the above checklists BEFORE starting your application.
- Please note that bursaries will only be awarded to **FREELANCERS**, already **WORKING IN THE UK FILM INDUSTRY** in a **PROFESSIONAL CAPACITY**. Trainee or daily credits will not be counted in your application.
- Creative Skillset has a dedication to diversity and inclusion and aims to benefit those from under-represented groups.
- If you find you aren't eligible for this bursary, check out Creative Skillset's other funded schemes [HERE](#)

4. HOW MUCH CAN I APPLY 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.

FOR EXAMPLE

Course costs: £750
Travel costs: £200
Total: £950
80% x £950 = **£760**

Please read the below carefully to find out:

- the terms and conditions of funding;
- what costs we can support in addition to training fees.

TRAVEL AND ACCOMMODATION COSTS

WE CANNOT PAY FOR TRAVEL & ACCOMMODATION COSTS IN ISOLATION

Creative Skillset only pay travel and accommodation costs in addition to the training course fees.

YOUR COURSE MUST BE HELD MORE THAN 50 MILES FROM YOUR HOME

Travel and accommodation costs will only be supported if your training is more than 50 miles away from your permanent home address.

Creative Skillset's standard travel & accommodation rates which can be supported:

Overnight accommodation outside London	£60 per night
Overnight accommodation in London	£90 per night
Flights	Economy rates only
Rail Travel	Standard Class rates only
Car Travel	45p per mile

NB: 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 & accommodation costs as well as proof of address.

CHILDCARE COSTS

WE CANNOT PAY FOR CHILDCARE COSTS IN ISOLATION

Creative Skillset only contribute to childcare costs in addition to training course fees. Proof of childcare costs/arrangements will need to be supplied if your application is successful.

Creative Skillset's standard childcare contributions rates which can be supported:

Childcare costs outside London	Up to £30 per day
Childcare costs within London	Up to £40 per day

CONDITIONS OF FUNDING FOR TRAINING

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

Please read the following carefully before applying:

- 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 response;
- 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;
- Creative Skillset does not take responsibility for the content of training courses. If you are not satisfied with the content of your training course, you must direct your complaint towards the training provider;
- 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;

4. KEY POINTS SUMMARY

- Creative Skillset will not fund travel, accommodation or childcare costs in isolation. Your application for additional costs MUST be attached to a training course fee.
- Read the T&Cs BEFORE starting your application to ensure you are happy to comply.

5. HOW DO I APPLY?

All applications for Film Craft, Technical & Production Bursaries are made using our simple online application form.

The form will guide you through the application process step-by-step and should take no more than 30 minutes to complete. Please see below for the list of documents you will need to submit alongside your application.

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.

Please note, you will be able to save your application and return to it at a later date if necessary.

[Access the online application form here](#)

PLEASE NOTE: You cannot apply to different Creative Skillset funding initiatives for the same course.

USEFUL INFORMATION TO HAVE TO HAND

Before you start your application, please ensure you have the following information:

- 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;
- A breakdown of any additional costs outside of course fees (travel, accommodation, childcare)

SUPPORTING DOCUMENTS

You will need to submit the following alongside your application form. Please have these ready to upload:

CV and/or Credits List	✓
Confirmation of your acceptance on to the course and confirmation of course costs (either a company headed letter or an email from the training provider)	✓
Website link to course outline / Course outline document	✓

IF YOU DO NOT INCLUDE THE ABOVE IN YOUR APPLICATION, YOU WILL NOT BE ELIGIBLE FOR ASSESSMENT AND YOUR APPLICATION WILL BE NOT BE ACCEPTED.

ASSESSMENT

All applicants will be assessed using the information in our application form, CV and training details against the following criteria. Please consider this before submitting your application:

- 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.

FINAL SUBMISSION

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.

Once you have submitted your application, you will be automatically sent a receipt of application from Creative Skillset. If you do not receive this, please check your junk mailbox and if it does not appear here, contact the [Fund Team](#).

5. KEY POINTS SUMMARY

- Apply online using our simple [application form](#)
- Make sure you have the relevant information and supporting documents to hand BEFORE you begin.
- If you have any technical problems or do not receive your receipt of application email, please contact the Fund Team:
Bursaries@creativeskillset.org
020 7713 9800

6. WHAT HAPPENS AFTER I SUBMIT AN APPLICATION?

You will know if your grant application has been successful within **FOUR WEEKS** of the date your full application is received by Creative Skillset.

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.

The below timeline outlines the progress of your application once it is submitted to Creative Skillset:

→ 1 day after your application is received

- You receive an automated **email confirmation** that your application has been received.

→ Within 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 to Creative Skillset (see below for details)
- If unsuccessful, we will write to you to tell you why.

→ Within 2 weeks after your offer is sent to you

- To accept a bursary offer, you must sign & **return your offer letter** within two weeks of the date of the 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.

→ Within 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 receive all final paperwork.

IMPORTANT THINGS TO NOTE IF YOUR APPLICATION IS SUCCESSFUL

- You will receive an offer email and letter outlining the offer and our terms and conditions (SEE SECTION 4). 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.

- Creative Skillset's **ONLINE SURVEY** and other necessary **FINAL PAPERWORK** needs to be submitted within 4 weeks of completing your training. **FAILURE TO DO SO COULD RESULT IN YOUR FUNDS BEING WITHDRAWN.**
- 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 in Section 4) and confirmation from the training provider that you have completed the training.

PLEASE NOTE: You are responsible for paying the training provider. Creative Skillset does not accept responsibility for transferring funds to training providers.

6. KEY POINTS SUMMARY

- Take note of the above timeline and please be aware that Creative Skillset cannot process applications any faster than within up to 4 weeks of receipt of your application.

- If your application is successful, please sign and return your offer letter within 2 WEEKS otherwise your offer will be withdrawn.

- If successful, your bursary is paid in two stages – on receipt of your signed offer letter and after you have completed your training.

- Remember, your application must be received at least one working day before your course start date to be eligible.

For any queries, please contact the Fund Team:

Bursaries@creativeskillset.org

020 7713 9800

