



Children's TV Skills Fund

Make a Move - Production Management

The Children's TV Skills Fund is an industry investment in the future of skills and talent development in the UK's live-action children's programme sector. Working in partnership with industry through the Children's TV Council and informed by leading research, ScreenSkills directs this investment to support training in priority skills and in-demand roles needed by the sector.

How to use this document

Please read alongside our Application Guide for Organisations. Please then contact your Sector Manager, Sarah Joyce to discuss your project before applying at sarah.joyce@screenskills.com or on 07966 428 615.

Children's TV Make a Move Fund

This Fund seeks applications which will support companies in developing their business and those that work for and with them. You can receive funding to deliver training which enables individuals to step-up in their careers and/or which enables your company to grow.

Who can apply?

- Any company with a programme eligible for children's live-action TV tax relief which has also contributed, or intends to contribute to the children's live-action TV levy in the current financial year.
- Applicants must demonstrate they can co-invest 50% of total project costs (cash or in-kind).

What training are we looking to support?

We invite companies to propose an ambitious training project in areas needed by the UK's children's live-action sector to ensure growth. Production management roles have been highlighted as an area with a particular shortage therefore this Fund has been set up to focus exclusively on addressing these roles.

In-demand roles
Line producer
Producer/series producer
Production accountant
Production co-ordinator
Production manager

If you are interested in development in other job roles or skills shortages, please consider apply to [our companion Make A Move fund](#).

Activities supported may include but are not limited to:

- Shadowing and mentoring and 'stepping up' programmes

Children's TV Make a Move

- Intensive training programmes
- Management and leadership programmes
- Professional development of employees and freelancers

We encourage companies to consider a portfolio of training activity which will combine to deliver a substantial leap forward in skills for their company, whether this is a 'stepping up' programme to progressively build your company's skills in in-demand roles or a multi-strand training project to equip your company in the priority skills needed for your next productions.

For examples of projects please see **Annex B**.

Training criteria

- Addresses in-demand production management job roles;
- Provides **at least 4 week (140hrs) of support** to **each** trainee;
- If applicable, is accessible for and includes both freelance and employed staff;
- Embeds our design and delivery values, including for evaluation, as outlined in **Section 3** of the Application Guide for Organisations.

Dates

- Apply by noon on the last working day of each month
- Decisions will be within 7 weeks of the application deadline
- All training must **commence in the same financial year as you contribute to the Skills Fund**

Diversity

ScreenSkills is committed to significantly improving the diversity of the Creative Industries' workforce to better reflect the UK's diverse population.

We expect to see a clear plan for how you will ensure access for participants from as diverse a range of backgrounds as possible, even if the initiative is not a positive action scheme.

A positive action scheme would be considered to be training focused on supporting access to training for specific groups for which we have evidence of under-representation in certain areas: women, people from BAME (Black, Asian and Minority Ethnic) background, people with a disability, or those from a lower socio-economic background.

How much should you ask for?

The amount you request should be the amount you need to deliver your project efficiently and effectively. We pay close attention to value for money over all our investments.

The maximum grant we will award and allocation available varies due to the overall portfolio of projects we are supporting.

Applications must be for a maximum grant of £10,000.

We can invest a maximum of 50% of the total project budget and companies must provide at least 50% project co-investment. This means that **total project budget should be at least £20,000.**

Please see **Annex A** for a guide to eligible cash and in-kind co-investment.

There is **additional funding available** until 29 March 2019 for those wishing to train a **production coordinator** or **production manager**. Please contact Sarah for more information.

How to apply

You can begin an application, save your work and return at any time by clicking on the 'Save and Finish Later' button in the application form.

- **Step 1:** Please download and read the [ScreenSkills Application Guide for Organisations](#). This guide contains essential information about how to apply and what to include in your application.
- **Step 2:** You should discuss your project with your Sector Manager (see page 1 of this document) and complete the [Project and Budget Report template](#).
- **Step 3:** When you are ready, click [here to start your online application](#).
- **Step 4 attaching your supporting documents:** When you have completed the online form you will be asked to attach the following supporting documents. Please attach as Microsoft Word documents except the Project and Budget Report where you should download the template provided from the link below:
 - Project and Budget Report template
 - Detailed course outline and schedule;
 - Trainer/tutor CVs or biographies;

Annex A

Eligible project co-investment and expenditure

When planning your project budget, you will need to take into account the following as regards eligible cash and in-kind co-investment and budget expenditure. You will be asked to supply evidence of your co-investment and budget expenditure if your grant is awarded.

Project co-investment
Co-investment eligible as 'cash' – can be included in your co-investment
<ul style="list-style-type: none"> • Direct cash co-investment from the applicant and/or partner organisations. This cash must not be accounted for in any other activity; • Course fees paid by individuals; • Labour costs - evidence of hourly rate should be provided by the organisation/individual donating time. This can include time spent by staff who are already on the payroll working on the project and therefore not on any work that is income generating or commercially valuable. Please note that participants should receive at least the national living wage for the time they are training.
Co-investment eligible as 'in-kind' – can be included in your co-investment
<ul style="list-style-type: none"> • Research or professional activity (e.g. mentoring, consultancy) - evidence of hourly rate should be provided by the person donating time; • Donation of goods/services: actual evidence of third parties donating goods or proof of value should be provided; • Meeting space.
Not eligible as co-investment
<ul style="list-style-type: none"> • Sources that equate to public funding. For example if you or any of your partners are in receipt of National Lottery funding, this cannot be used as co-investment.

- Certain types of 'in-kind' investment are not eligible: wages for apprenticeships and trainees, attendance at short one-off meetings, volunteer time, or discounted sale of equipment.

Project expenditure

Eligible – can be included in your project budget

- Personnel costs, such as trainee personnel costs subject to compliance with State Aid and speakers (e.g. industry experts to lead courses);
- Training workshops, including accredited training courses that address skills shortages;
- Industry mentoring programmes, including grants for management and leadership courses

Not eligible as a project budget cost

- Retrospective investment and costs made prior to the contract/project start date;
- Company-specific learning aims such as induction processes or the development of skills that offer no wider benefit other than those created for the specific employer; or training specific to the employees of one company, that does not address industry-wide priorities;
- Activity which has been funded in the past and would otherwise continue to be funded; activity that is being fully funded from other sources, or activity that includes other sources of public funding;
- Personnel costs including staff benefits (e.g. pension, holiday and sick pay, overtime and bonus payments) and staff overheads;
- Financial expenditure unrelated to the project including investment to build up a profit or surplus, make loan repayments or interest on debts; investment in tangible fixed assets e.g. property and equipment over £1,000 (this is not eligible for public funding but can be considered as part of the employer contribution); recoverable VAT; inflation;
- Contingencies;
- Payments for gifts and donations;
- Peripheral costs including entertainment and hospitality costs, membership of professional bodies, project audit or legal costs, hire purchase interest and any associated service charges, evaluation of training activity (organisations are required to pay for their own internal evaluation and external audit of project training);
- Higher education activities (e.g. degree courses, diplomas, higher national diplomas, certificates in education etc.);
- Profit earned by a subsidiary or by an associate undertaking work sub-contracted out under your project;
- The value of existing assets such as Inward Processing Relief (IPR), data, software programmes and other exploitable assets that any of the collaborators contribute towards your project.

Please note if you include expenditure outside what is outlined above, this will not be taken into consideration for inclusion in your grant, as this cannot qualify for match-funding. Please call if you have any questions about eligible expenditure or co-investment.

Annex B:

Examples of training projects previously funded

Example 1: Multi-strand training through production	
Length of project (including preparation and delivery)	4 months
Length of training	3.5 months
Number of participants	24
<p>A multi-strand training project to address immediate skills needs linked to a live production. Training included:</p> <ul style="list-style-type: none"> • A two week intensive training course for three mentors and five trainees; • A two week internal training session with one mentor and five trainees; • On-the-job producer mentoring with one trainee having access to two mentors for the equivalent of 28 days over a three month period; • Internal production management mentoring for two trainees who each had 15 days access to a mentor over a 3.5 month period; • An intensive 2 day pitching and scripting workshop for six in-house directors run by two external industry experts. 	

Example 2: Step up training	
Length of project (including preparation and delivery)	4 months
Length of training	3.5 months
Number of participants	3
<p>An intensive training project to develop an experienced Production Manager, Assistant Producer and Researcher with a view to each making the next step in their career and taking on more senior roles.</p> <p>The training was delivered through a combination of different activities including:</p> <ul style="list-style-type: none"> • On-the-job shadowing with senior members of the production team; • One to one mentoring of at least 10 days per trainee; • Attendance on internal structured training of varying lengths from one day to one week covering areas such as budget, production contracts, scheduling; • Week long placements within different departments across the company. 	