



THE NATIONAL LOTTERY®



# ScreenSkills Bursaries Guidelines 2019

## 1. Overview

ScreenSkills bursaries are designed to provide financial assistance to those looking to enter, progress in, return to, or transfer into the screen industries. Our ambition is to ensure that the industry has access now, and in the future, to the skills and talent it needs for continued success by helping to unlock opportunities across all types of screen work. Supporting an individual with a bursary to develop their career helps the screen industries to respond to skills gaps and priority shortage areas.

Bursaries are supported by BFI-awarded National Lottery funds, by industry contributions to the Film, HETV and Children’s TV Skills Funds and through money from the Television Skills Fund targeted at improving diversity and inclusivity. Despite the various funding sources, we have created one route to accessing bursaries in order to make the application process as straightforward as possible.

Every bursary application will be assessed by a senior manager at the final stage. We aim to offer funding wherever possible, but we cannot promise that all applications will be successful due to limited funding and skills shortage priorities.

These guidelines contain all the information you need to apply for a bursary. If, after reading the guidelines, you still have a question or you need help in applying please contact [bursaries@screenskills.com](mailto:bursaries@screenskills.com)

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### 3. The new ScreenSkills bursary framework

We aim to offer funding to support screen industry professionals at all stages in their careers. Our new bursary framework reflects four career stages: Entry, Early, Experienced and Expert. The aim is to help individuals identify where they are in their working life and to identify the most appropriate support and training.

Use the career stage framework (below) to decide which stage most closely reflects your current situation. Tick the statements which apply to you and choose the career stage with the most ticks.

The framework is not meant to be exhaustive and not all criteria will necessarily apply to you. Screen industry career paths are not always straightforward: you can move into one of the career stages at any age eg when you change role or department, transfer into a different sector, or are promoted into a new role.

During the assessment process we will look at the information you supply to see if we broadly agree with the career stage you've chosen.

If you have any questions contact [bursaries@screenskills.com](mailto:bursaries@screenskills.com)

Screen industry career stage	Entry	Early	Experienced	Expert
<b>Short description</b>	<b>Entering the screen industries</b>	<b>Establishing your career</b>	<b>Progressing your career</b>	<b>Acknowledged as expert</b>
<b>Career</b>	I'm still working things out, but I've decided the screen industries are definitely for me.  <input type="checkbox"/>	I have a sense of which job role or department I want to work in but as yet I might not be working regularly within it.  <input type="checkbox"/>	I've chosen my job role or department and I am regularly working in it.  <input type="checkbox"/>	I have chosen my specific job role or department and I am now acknowledged as being an expert in my chosen field.  <input type="checkbox"/>
<b>Professional experience</b>	I am working towards my first couple of professional production credits or full-time employed roles in the screen industries.  <input type="checkbox"/>	I have two or more professional production credits and/or have been employed in an industry-recognised role on two or more occasions.  <input type="checkbox"/>	I have a number of professional production credits in my current role or I am transferring in with advanced skills from another sector. I have been working in my chosen industry- recognised role for a number of years full-time.  <input type="checkbox"/>	I have built up a portfolio of professional credits, I am highly regarded in my field and I consistently work in advanced positions within my specialisation.  <input type="checkbox"/>

<b>Budgetary responsibility</b>	I am not expected to manage budgets or spend money on behalf of the production or company.  <input type="checkbox"/>	I have very minor budgeting responsibility, often restricted to petty cash or acquiring quotes for goods and services.  <input type="checkbox"/>	I might expect to be in control of my budget, reporting to a more senior member of the production or company.  <input type="checkbox"/>	I might be in control of my departmental budget, which could have many categories. I might be aware of other departments/overall budgeting strategy and report directly into the most senior member of finance.  <input type="checkbox"/>
<b>Team management responsibility</b>	I do not manage anyone else other than myself.  <input type="checkbox"/>	I manage myself and sometimes others also at my level.  <input type="checkbox"/>	I might be responsible in my department for overseeing entry- and early-stage career colleagues working with me.  <input type="checkbox"/>	I am responsible in my department for overseeing entry- and early-stage career colleagues working with me.  <input type="checkbox"/>

#### 4. Who can apply for bursaries: eligibility

You can only apply for a bursary if you can confirm that ALL the following statements are accurate:

- I am eligible to work in the UK (you may be asked to prove this)
- I have a UK bank account (you will be asked to prove this)
- I am 18 years old or above (you may be asked to prove this)
- I currently work in the UK screen industries OR I can demonstrate my intention to work in the UK screen industries (you will be asked to prove this)

We will prioritise applications from people who demonstrate their long-term value to the screen industries, particularly if they are filling, or are likely to fill, a skills gap or shortage priority areas. This could be across the industry or in a particular part of the industry. Please see page 5 for further information on skills gaps and priority shortage areas.

Other factors we may take into account include your income (the application form will ask you to declare your income tax band) and whether you are enrolled on a ScreenSkills-recognised course ([Tick courses](#) or [Skills Passport quality-marked courses](#)).

If you are already in the industry we may take into account your employment status. This is because we are focused on supporting freelancers and others who are not on permanent employment contracts.

ScreenSkills also reserves some funding to support people from groups that are underrepresented across the screen industries. This is to help meet the industry's ambition to fully reflect the UK population in its workforce.

#### 5. What we won't fund

We do not provide bursary funding for full-time or part-time undergraduate or post graduate courses, although we may fund other student costs (eg software licensing).

We do not provide bursary funding for course fees or any associated costs for training courses which are already funded by ScreenSkills.

We do not cover costs which should be paid for by an employer (eg accommodation or travel costs for training provided by the employer). An exception, if you work in high-end television, is that we may be able to co-fund AVID training with your employer, contributing 50% of the training cost.

## 6. What you can apply for

The table below uses the career stage framework, so you should first have identified your stage (see above). The table shows the maximum amount for which you can apply, what you can spend the money on, and the evidence we need to assess your screen industry interest and experience.

Please note that professional/academic references need to be on official paper and to contain an e-mail address relating to the company or college that can verify the reference.

Career stage	Evidence	Examples of what we fund in relation to training, work or work-related activities in the screen industries	Maximum funding available in a year
<b>Entry</b>	<p>A personal statement (see page 6)</p> <p>AND</p> <p>Two letters of recommendation.</p> <p>At least one of these letters must be professional or academic.</p> <p>Please ask your referees to explain why they think you</p> <p>+ Are committed to the screen industries</p> <p>+ Would be an asset to the screen industries</p> <p>+ Need a bursary to help you succeed</p> <p>AND</p> <p>Evidence related to the funding you are applying for (see pages 6-8)</p>	<ul style="list-style-type: none"> <li>• Accommodation</li> <li>• Care</li> <li>• Disability access support</li> <li>• Equipment purchase</li> <li>• Equipment hire</li> <li>• Software licensing</li> <li>• Subsistence</li> <li>• Training costs</li> <li>• Travel</li> </ul>	<p>Up to £1,000.</p> <p>100% of total cost</p>
<b>Early</b>	<p>A personal statement (see page 6)</p> <p>AND</p> <p>Proof of working in the industry. Must include <u>one</u> of the following: IMDB page, LinkedIn, two professional references</p> <p>AND</p> <p>Evidence related to the funding you are applying for (see pages 6-8)</p>	<ul style="list-style-type: none"> <li>• Accommodation</li> <li>• Care</li> <li>• Disability access support</li> <li>• Driving lessons</li> <li>• Equipment purchase</li> <li>• Equipment hire</li> <li>• Software licensing</li> <li>• Subsistence</li> <li>• Training costs</li> <li>• Travel</li> </ul>	<p>Up to £2,000</p> <p>Maximum 80% of total cost</p>

<b>Experienced</b>	<p>A personal statement (see page 6)</p> <p>AND</p> <p>Proof of working in the industry for three to seven years. Must include <u>one</u> of the following: IMDB page, LinkedIn, two professional references</p> <p>AND</p> <p>Evidence related to the funding you are applying for (see pages 6-8)</p>	<ul style="list-style-type: none"> <li>• Accommodation</li> <li>• Bespoke/executive coaching</li> <li>• Bespoke/executive training</li> <li>• Care</li> <li>• Disability access support</li> <li>• Driving lessons</li> <li>• Equipment purchase</li> <li>• Equipment hire</li> <li>• Software licensing</li> <li>• Subsistence</li> <li>• Training costs</li> <li>• Travel</li> </ul>	<p>Up to £3,000</p> <p>Maximum 50% of total cost</p>
<b>Expert</b>	<p>A personal statement (see page 6)</p> <p>AND</p> <p>Proof of working in the industry for three to seven years. Must include one of the following: IMDB page, LinkedIn, two professional references.</p> <p>AND</p> <p>Evidence related to the funding you are applying for (see pages 6-8)</p>	<ul style="list-style-type: none"> <li>• Accommodation</li> <li>• Bespoke/executive coaching</li> <li>• Bespoke/executive training</li> <li>• Care</li> <li>• Disability access support</li> <li>• Driving lessons</li> <li>• Equipment purchase</li> <li>• Equipment hire</li> <li>• Software licensing</li> <li>• Subsistence</li> <li>• Training costs</li> <li>• Travel</li> </ul>	<p>Up to £3,000 and above.</p> <p>Maximum 50% of total cost</p>

The maximum amounts you can claim for an item (eg travel or accommodation) are set out in the [allowance grid](#) (see page 8).

## 7. Skills gap and priority shortages areas

When we assess an application one of the things we will consider is the likely impact on a screen industry skills shortage, or in other words: will the bursary you receive improve skills across the UK screen industries and make the industries even more successful?

You can find a list of the roles for which employers found it hard to recruit on page 13 of the second [Quarterly ScreenSkills Barometer](#). On page 18 of the same report you will find a list of the general skills employers said were hard to find.

Using this information may help you think through your application and write your personal statement (see page 6). However skills shortages aren't the only factor we consider, so don't be put off if your role or the training for which you'd like bursary funding isn't listed.

## 8. How to apply

You should apply online using our application form and by uploading supporting documents. If you have any access needs or questions please contact [bursaries@screenskills.com](mailto:bursaries@screenskills.com)

When you click 'next' at the end of an application page your responses will be saved. You can exit the application form and return at any point to complete your application. When you return you will be taken to the start of the application form and will be able to review and amend your answers as needed. Your answers will only be shown to the assessment team after you've clicked the final 'submit' button.

We recommend that you prepare your answers beforehand.

In all cases you will also need to:

- Have created a [ScreenSkills profile](#).
- Have your CV ready to upload.
- Provide proof of ID. Please provide a clear copy of your driving licence, passport or other official photo card ID.
- Provide proof of a UK bank account in your name.
- Provide a personal statement of no more than 500 words.

## More information about the personal statement

The statement should:

1. Tell us about your work and/or interest in the UK screen industries. Please include information about your roles, credits, courses and work experience etc. If relevant please give details of the screen industry area (eg film, TV or animation) in which you work or want to work. On the application form you will be asked to choose a particular part of the industry. Please do not be put off if you're unsure or if you work in several areas: just choose one and explain more in your statement.
2. Explain why you are applying for a bursary and how the money will be used.
3. Explain how the bursary will help you to make progress in your career.
4. Tell us why the bursary investment will benefit the UK screen industries in the longer term.

For example:

- a. Do you want to develop experience in a skills shortage area?
- b. Are you from a group that is currently under-represented across the screen industries?
- c. Do you have a relevant achievement which supports your application – such as an award or commendation?

## Other information needed

If you're applying for accommodation to attend training you will need to provide:

- Evidence of the distance from your home (a description or link).
  - A direct website link to your chosen accommodation.
  - A breakdown of costs
  - An explanation of why you need to stay away from home

*Please note: we will consider applications from those seeking funding towards costs of accommodation associated with taking up work opportunities, primarily at Entry and Early stages.*

If you're applying for disability access support you will need to provide:

- A description of the type of support and why you require it.
- A breakdown of costs.

If you're applying for care to attend training you will need to provide:

- The name of your carer.
- Your carer's contact details.
- Proof of a DBS certificate or a link to your carer's professional website (if applicable).
- A breakdown of costs

*Please note: we will consider applications from those seeking funding towards care associated with taking up work opportunities, primarily at Entry and Early stages.*

If you're applying to learn to drive you will need to provide:

- The driving instructor's name, contact details, and link to their website.
- A quotation for the cost of the lessons and a total budget (including test fees).

*Please note: we will only consider applications from those seeking funding towards learning to drive at Early, Experienced and Expert stages.*

If you're applying for funding to purchase or rent equipment, clothing or software licences:

- The name of your chosen equipment, clothing or software supplier
- A quote for the cost of the equipment, clothing or software.

If you're applying for subsistence while attending training or a work opportunity – where subsistence is not provided by the venue/training provider/employer – you will need to provide:

- Evidence of the distance from your home: a description of the journey or link explaining the journey, which must be more than 25 miles. Please explain in your supporting statement any exceptional circumstances which mean that you require subsistence support where the journey is under 25 miles.
- A breakdown of costs.

*Please note: we will consider applications from those seeking funding towards subsistence associated with work opportunities in the short-term, primarily at Entry and Early stages, where meal allowances are not provided by the employer.*

If applying for a training course you will need to provide:

- The name of your chosen training course(s)
- The name and address of the training provider
- Evidence of the training cost.
- The training dates (please note that we cannot provide bursary funding for retrospective payment of training costs).
- Confirmation of the course costs and a booking confirmation or correspondence with the training provider which confirms your reserved place.
- A direct link to or a copy of the course outline.

If applying for travel to attend training you will need to provide:

- Evidence of the distance from your home (a description or link explaining the journey, which must be more than 25 miles. Please explain in your supporting statement any exceptional

circumstances which mean that you require travel support where the journey is under 25 miles.

- Evidence of the travel costs (eg a link or photo)
- A breakdown of costs.

*Please note: we will consider applications from those seeking funding towards travel associated with taking up work opportunities, primarily at Entry and Early stages.*

If applying for bespoke coaching/training you will need to provide:

- A written statement explaining the training purpose, how it will be used, why it is not available by other means and why this training/coaching will help you professionally.
- A company-headed letter/e-mail from the provider outlining the training or coaching plan.
- A quotation from the provider for the cost of the training or coaching.

## 9. Allowance grid

Bursary categories	Allowances
<b>Accommodation</b>	<p>ScreenSkills will contribute to accommodation costs at the following rates:</p> <ul style="list-style-type: none"> <li>• Up to £90 a night in London</li> <li>• Up to £60 a night outside of London</li> </ul> <p>If the accommodation is needed to attend training that you are also asking ScreenSkills to support, you should only make one bursary application for all related costs.</p> <p>Please provide all requested supporting documents outlined in the 'If applying for accommodation...' section of the bursary guidelines when submitting your application.</p>
<b>Care</b>	<p>ScreenSkills will contribute to care costs at the following rates:</p> <ul style="list-style-type: none"> <li>• Up to £75 a day</li> </ul> <p>If the care is needed to attend training that you are also asking ScreenSkills to support, you should only make one bursary application for all related costs.</p> <p>Early, Experienced and Expert applicants may only apply for up to £1,500 per annum.</p> <p>Please provide all requested supporting documents outlined in the 'If applying for care...' section of the bursary guidelines when submitting your application.</p>
<b>Learning to drive</b>	<p>ScreenSkills will contribute to the costs of the following:</p> <ul style="list-style-type: none"> <li>• Provisional licence</li> <li>• Theory test</li> <li>• Practical test</li> <li>• Driving lessons</li> </ul> <p>ScreenSkills will contribute up to a maximum of £1,262 for each applicant (in line with the UK's average cost to pass)</p> <p>Please provide all requested supporting documents outlined in the 'If applying to learn to drive...' section of the bursary guidelines when submitting your application.</p>
<b>Equipment/clothing/software licences</b>	<p>Please provide all requested supporting documents outlined in the 'If applying for funding to purchase or rent...' section of the bursary guidelines when submitting your application.</p>



<b>Subsistence</b>	<p>ScreenSkills will contribute to subsistence costs for development or training where food is not supplied by the organiser, at the following rates:</p> <ul style="list-style-type: none"> <li>• Up to £5 for breakfast</li> <li>• Up to £10 for lunch</li> <li>• Up to £15 for dinner</li> </ul> <p>Alcohol will not be covered.</p> <p>If the subsistence is needed to attend training that you are also asking ScreenSkills to support, you should only make one bursary application for all related costs.</p> <p>Please provide all requested supporting documents outlined in the 'If applying for subsistence...' section of the bursary guidelines when submitting your application.</p>
<b>Training</b>	<p>Please provide all requested supporting documents outlined in the 'If applying for training...' section of the bursary guidelines when submitting your application.</p>
<b>Travel</b>	<p>ScreenSkills expect people to use public transport whenever possible. If you need to use your own transport we will contribute at the following rates:</p> <ul style="list-style-type: none"> <li>• 25p per mile (by car)</li> <li>• 24p per mile (by motorbike/scooter)</li> </ul> <p>Standard class/economy rates only (rail and air)</p> <p>All vehicles must be fully road-legal and we reserve the right to ask for copies of insurance, MOT and driving licence.</p> <p>If the travel is needed to attend training that you are also asking ScreenSkills to support, you should only make one bursary application for all related costs.</p> <p>Please provide all requested supporting documents outlined in the 'If applying for travel...' section of the bursary guidelines when submitting your application.</p>
<b>Bespoke coaching/training</b>	<p>Please provide all requested supporting documents outlined in the 'If applying for bespoke coaching/training...' section of the bursary guidelines when submitting your application.</p>

## 10. When you have completed the application form

**When you have completed the application form and attached your supporting documents you should click on the 'submit' button. Your application will not be submitted to ScreenSkills for assessment until you have clicked 'submit'.**

A message will appear on your screen that confirms your application has been successfully submitted. If you experience any issues please contact us at: [bursaries@screenskills.com](mailto:bursaries@screenskills.com)

## 11. After submitting your application form

### Decision-making process, timelines and communication

Applications are assessed by the ScreenSkills bursary team and senior managers.

It will take up to four weeks for us to reach a decision on your application. We may need to ask you for additional information, so the time we take to make a decision may also be affected by the time it takes you to respond to any requests for further information. Please bear in mind that, to ensure equality of opportunity, we cannot speed up the assessment process in any individual case.

**We recommend that when you're planning your application you allow at least six weeks between when your application is submitted and when you would need to use the bursary funding.**

If your application is successful, you will receive an offer e-mail with a letter outlining the offer and our terms and conditions. Please note that we use anti-fraud systems to verify your identity. This

process forms part of the application process and will be carried out before any funding is awarded or released to successful applicants. The offer e-mail will explain if we need any further information – eg proof of your address or further financial information.

**If you receive an offer e-mail you must accept the offer within two weeks of the date of the e-mail. This means signing and returning the offer letter to us electronically, in full, with your UK bank details. ScreenSkills cannot release any funding until we receive your signed offer letter. The signed, returned offer letter is your 'Funding Agreement' with ScreenSkills.**

Please let us know in writing if we offer you funding but you no longer wish to accept it. Any offers not accepted within two weeks will be withdrawn.

If your bursary application is unsuccessful, we will notify you by e-mail. ScreenSkills cannot accept responsibility for any costs incurred before the decision on your application is confirmed.

## Bursary payment schedule

Confirmed bursary funding will be paid directly into your personal bank account. ScreenSkills will pay 80% of the amount agreed (up to a maximum of £1,000) once you have returned your signed offer letter and provided all information requested. The balance of the bursary funding will be reserved until you have completed the activity or purchase supported by the bursary funding and submitted the documentation outlined in the 'Funding Agreement' paperwork. In exceptional circumstances we will consider varying this staged payment: if you think your situation qualifies, please outline the reasons in your personal statement, or you can contact:

[bursaries@screenskills.com](mailto:bursaries@screenskills.com)

Please note that you are responsible for payments made to third parties. ScreenSkills does not accept responsibility for transferring funds to third parties.

## Bursary investment and follow-up

If you're awarded a bursary you must invest your funding in line with your approved application. If you purchase any equipment using bursary funding you are expected, wherever possible, to insure your purchase. ScreenSkills cannot be held responsible for any loss, theft or damage of any item and/or purchase made using bursary funding. If any purchased item is returned, or any planned activity is cancelled, you are legally required to return all awarded bursary funding to ScreenSkills.

If you receive bursary funding ScreenSkills will follow up with you, at intervals, to ensure that funding is being used as agreed and to monitor how the bursary support has helped your career progression. Taking part in this process will be part of your funding agreement with us.

## 12. Other information

### Fund management

ScreenSkills has a limited amount of bursary funds to invest in supporting screen industry skills development. Every two months we will look at the pattern of our bursary investment. If we find that a certain role, skill, demographic or type of training has received a disproportionate amount of bursary funding we reserve the right to adjust our application approvals to ensure a balanced funding distribution. Similarly, if we invest a larger amount than budgeted during one particular phase, we reserve the right to close applications for a period of time to ensure fair distribution of bursary funds during each financial year.

## Diversity and inclusivity

ScreenSkills strives to be an inclusive organisation, and we are committed to meeting the aims of our diversity and equal opportunities policy which is in line with the Equality Act 2010. We support the screen industries' aim for their workforce to reflect the UK's diversity.

ScreenSkills bursaries support talented people, including people from underrepresented groups, to enter or progress in the screen industries. This is particularly important in circumstances where people feel that the screen industries are not open to them, whatever their career experience and stage.

When you apply for a bursary we will request consent for your diversity information to be used, where appropriate, in the application assessment process. Diversity information is also used to help us monitor ScreenSkills bursary applications, take-up and benefit.

For more information please read our [ScreenSkills guide to diversity and inclusivity monitoring](#).

## Privacy and data

ScreenSkills is committed to protecting and respecting your privacy, and to collecting and processing your data in accordance with all legal requirements. For more information please read [our policies](#) which are in line with the General Data Protection Guidelines of May 2018 (GDPR) and any other subsequent Data Protection Legislation UK (Act).

If you have questions or concerns about your data you can contact our Data Protection Officers at [data.protection@screenskills.com](mailto:data.protection@screenskills.com)

## Fraud

ScreenSkills is committed to ensuring that bursary funds reach the right people and are used in the right way. By making an application for a bursary you are agreeing to supply evidence to back up the statements you have made as part of the process. If you are successful in your application you must spend the money as agreed, keeping all receipts and returning them to ScreenSkills. You must also comply with other reasonable terms, as outlined in your 'Funding Agreement' paperwork. ScreenSkills reserves the right to take appropriate action if the terms of the 'Funding Agreement' paperwork are not met.

## Status of these guidelines

Please be aware that we reserve the right to amend these guidelines at any time. If you have questions or need advice please contact us at [bursaries@screenskills.com](mailto:bursaries@screenskills.com).