



THE NATIONAL LOTTERY®



BFI Future Film Skills Programme: Call for applications for mentoring funding

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Introduction

Thank you for your interest in ScreenSkills mentoring funding and welcome to our guidelines. Please read them carefully before applying.

Project background

Mentoring is part of the [BFI Future Film Skills Project](#), using National Lottery funds awarded by the British Film Institute. The project aims to address the skills and development needs of the UK screen industry required to fill jobs and skills gaps and provide a strong pipeline of creative talent from the widest range of backgrounds, enabling the UK screen industry to draw from a more inclusive talent pool. It is for individuals who want to enter, return to or progress within, the screen industry – with an emphasis on those from under-represented groups, including parents and carers returning after a career break. Mentoring is one element of the wider BFI National Lottery funded project. Please note this is aimed at those working ‘behind the camera’ and ‘below the line’ only.

What are we looking to support?

ScreenSkills welcomes applications to deliver mentoring programmes from companies and organisations from across the UK and all sectors of the screen industry who do not currently have the infrastructure, resources, or budget to deliver mentoring.

ScreenSkills is seeking applications from organisations interested in applying to deliver a mentoring programme. This may be a:

- Stand-alone mentoring programme
or
- Mentoring element which is part of a wider initiative e.g. a trainee scheme, a course, a work placement.

We encourage applications from all sectors of the UK screen industry: animation, film, games, TV and VFX.

Mentoring programmes can be targeted to people:

- Wanting to learn more about how to enter the screen industry
- Wanting to progress their career within the screen industry
- With skills or expertise required by the screen industry who are outside the industry but wish to transfer in
- Wanting to return to the screen industry after a break e.g. parental leave, long term sickness or those with caring responsibilities

Diversity & inclusion

ScreenSkills has diversity and inclusivity targets for the initiatives it supports. Mentoring programmes supported by ScreenSkills are required to meet a minimum of two of the following targets:

- 50% mentees who identify as women
- 20% black, Asian or minority ethnic (BAME) mentees outside of London; and 40% in Greater London
- 10% mentees who identify as lesbian, gay, bi and trans (LGBT)

- 8% mentees who consider themselves to have a disability, impairment, learning difference or long-term condition
- 15% mentees from a disadvantaged socio-economic background
- 75% mentees out of London and the south east region (South East Region comprises Berkshire, Buckinghamshire, Oxfordshire, Surrey, Hampshire and the Isle of Wight, East and West Sussex, Kent (Office for National Statistics))

ScreenSkills aims to go beyond legal requirements and considers additional measures of inclusivity including. Therefore, you may wish to consider one other of the following in addition to two targets from the list above:

- caring responsibilities and returnships (including parents and carers re-entering the industry)
- employment status

Providing access to diverse crew and talent is at the heart of ScreenSkills' delivery objectives. All trainers/companies/organisations delivering ScreenSkills funded programmes must meet the identified diversity requirements of the funded scheme. If a provider is struggling to meet their diversity and inclusion targets during recruitment, this must be communicated in writing in order to agree revised targets. Failure to do so will put the project at risk of loss of funding.

For more information please visit the [ScreenSkills Diversity & Inclusion webpages](#).

Can I apply?

To be eligible to apply for funding, you must be able to tick all of the following statements before submitting an application for funding:

1. The standalone mentoring programme will run for a minimum of 6 hours over 6 months, to a maximum of 12 months
Or
The mentoring element that is part of a wider initiative will run for a minimum of 4 hours over 12 months.
2. Beneficiaries of ScreenSkills mentoring funding must be aged 18 years and over
3. The programme will meet a minimum of two of the diversity and inclusivity targets set by ScreenSkills for beneficiaries and ensure that beneficiaries complete the ScreenSkills diversity monitoring questionnaire, as provided
4. The organisation will design and deliver mentoring that is inclusive and accessible with the support of ScreenSkills if needed
5. The organisation will demonstrate commitment to diversity by having an equality policy or similar statement that is available in the public domain
6. The organisation can ensure all mentees create a ScreenSkills profile so that ScreenSkills can gather and monitor diversity information and track beneficiaries on long-term destination for 24 months
7. The organisation can ensure trainers, facilitators and those making the selection complete diversity and inclusion training. See free ACAS online training courses which include:

bullying and harassment, disability discrimination and reasonable adjustments, equality and diversity, flexible working; managing people, mental health awareness for employers, pregnancy and maternity at work; recruitment and induction and religion or belief in the workplace.

Structuring mentoring programmes

Mentoring can take place at any career stage for those aged 18 years and over: entry, early, experienced and expert. For more information on how to identify career stage, please visit ScreenSkills' [Continuous Professional Development \(CPD\) webpages](#).

When thinking about recruitment of mentees you may consider how selection of beneficiaries relates to underrepresented groups, skills gaps or skills shortages that have been identified by BFI and ScreenSkills research. The following reports may be a useful resource: [The Future Film Skills Action Plan](#), [The Annual ScreenSkills Assessment](#) and the [ScreenSkills Quarterly Barometer](#).

It is important that applications demonstrate a clear purpose of mentoring and the benefits it will deliver to the mentee, mentor and the screen industry sector. To demonstrate this, please consider the below:

- **Measuring success:** How to ensure that at least 85% of matched pairs meet for the minimum duration of the mentoring programme. How to monitor the active mentoring partnerships and troubleshoot where necessary. Gather feedback from mentee and mentor about the process and the impact and outcomes of mentoring.
- Providing guidance to mentors and mentees on what comprises good mentoring: to include
 - The purpose of the mentoring scheme and expectations
 - What to do if there is a problem and where to go to get support
 - What mentoring is and is not
 - The skills of being a good mentor/mentee
 - Goal setting, action planning
 - Understanding of responsibilities
 - Contracting with the mentoring partner
 - Mentoring agreement and code of conduct/ethics
- **Recruitment and selection:** Identify appropriate sources of recruiting mentors and mentees. Outline selection process and matching process of mentors and mentees.
- **Resources:** Demonstrating strong active links with relevant screen industry bodies and/or professionals; experience of working in learning in development; other resources to carry out all mentoring.
- **The mentoring activity:** How does this differ to traditional training or placements; how much one-to-one contact will the mentee have with their mentor; how will the organisation facilitate the activity

How much can I apply for?

The amount you request should be no more than you need to deliver the mentoring programme or mentoring element efficiently and effectively. We pay close attention to value for money, as do our funders, so applications that demonstrate additional partnerships for match funding, cash or in-kind contributions (see Appendix A) to maximise the budget will be welcome.

We are looking for applications of up to, but not exceeding, £20,000. The sum applied for must be to support mentoring and mentoring activity only, not a wider initiative e.g. trainee scheme of which mentoring is a part. Should you feel your application needs funding above £20,000 from ScreenSkills please provide justification and reasons. We do not expect this money to fund paying mentors.

Applicants successful in securing £20,000, as a guide, will be expected to have a minimum of 50 matched pairs who complete the mentoring programme or mentoring element (i.e. 50 mentees matched to mentors). Applicants awarded under £20,000 will be expected to have a reasonable number of matched pairs who complete the mentoring programme or mentoring element depending on the total fund secured, based on a sliding scale e.g. £10,000 – 25 matched pairs who complete the mentoring. Applicants can exceed the number of matched mentoring pairs required.

How do I make an application?

- Applications open on Monday, 4th May 2020
- Apply by 12:00 on Thursday, 28th May 2020
- Additional information may be requested e.g. financial information for your company
- Decisions will be made and notified in July 2020
- Offers need to be accepted two weeks after the offer is made
- Mentoring must have started, i.e. mentees must be matched and introduced to mentors, by 30th September 2020

How to apply

- Please read the ScreenSkills Application Guide for Organisations
- Speak to the Mentoring Team regarding any questions you may have
- Download and complete the Project and Budget Report using the template provided below.

Then [click here](#) to start your online application. When you have completed the application, you will be asked to attach several supporting documents, listed below:

- The Project and Budget Report, using the Microsoft Excel template provided
- A detailed mentoring project outline and schedule, using a Microsoft Word document
- A marketing plan, using a Microsoft Word document

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.

Contact us

For more information or queries about mentoring or the content of your application, please contact:

Jane Saunders

Mentoring Programme Manager
mentoring@screenskills.com

Kate Shalloe

Mentoring Relationship Manager
mentoring@screenskills.com

For more information or queries about the funding process, please contact:

Tanya Masih

Finance Business Partner
mentoring@screenskills.com

Conditions

Important Information and Requirements

- Mentoring partnerships must start by 30th September 2020
- Final reporting deadline will be one month from completion date of mentoring programme

Participant tracking: all organisations who run mentoring programmes funded by ScreenSkills must ensure participants complete a ScreenSkills profile to enable ScreenSkills to track participants following the end of the mentoring programmes. This tracking includes participant feedback on the value of the mentoring. The questions will be consistent across all elements of the overall FFS project.

This involves organisations ensuring that beneficiaries on their programmes (i.e. mentees) register with ScreenSkills by visiting a webpage provided to them by ScreenSkills. Organisations must provide ScreenSkills with the names of beneficiaries and update ScreenSkills on whether they have been matched and introduced to their mentors.

- At the end of each quarter ScreenSkills will require data to demonstrate: the number of confirmed mentors recruited and as yet un-matched; the number of mentors matched with their mentee/s; number of mentees recruited and as yet un-matched; the number of mentees matched with a mentor.

Appendix A: Eligible project co-investment and expenditure

When planning your project budget, applicants will need to take into account the following as regards eligible cash and in-kind co-investment and budget expenditure. Applicants will be asked to supply evidence if your grant is awarded. Please contact us if you have any questions about eligible expenditure or co-investment.

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 relevant organisation/individual. 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
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 organisation/individual donating time• Donation of goods/services/resources: actual evidence of third parties donating goods or proof of value should be provided
Not eligible as co-investment
<ul style="list-style-type: none">• Sources that equate to public funding e.g. British Film Institute, National Lottery funding• Attendance at short one-off meetings or volunteer time

Project expenditure
Eligible – can be included in your project budget
<ul style="list-style-type: none">• Personnel costs subject to compliance with State Aid and speakers (e.g. industry experts to lead courses)• Recruitment and marketing costs or activities

- Travel, accommodation and access costs for participants
- Evaluation of mentoring activity funded by ScreenSkills and ongoing tracking for 24 months from completion of each mentoring partnership

Not eligible as a project budget cost

- Retrospective investment and costs made prior to the contract/project start date
- Personnel costs including staff benefits (e.g. pension, holiday and sick pay, overtime and bonus payments) and staff overheads
- Recoverable VAT
- Contingencies
- Peripheral costs including entertainment and hospitality costs, gifts and donations, membership of professional bodies, legal costs, hire purchase interest and any associated service charges.
- Evaluation of mentoring and training activity not funded by ScreenSkills. Providers are required to pay for evaluation of their own activities outside of the ScreenSkills funding agreement and any external audit (where relevant)
- 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