



THE  
NATIONAL  
LOTTERY®



## Guidelines for Make a Move: film applications

Make a Move encourages the on-the-job training of crew identified by productions as ready to move up into a more senior role with some support. At the end of the programme, the beneficiary will be established in a new role, or able to apply for a promotion.

The programme will be delivered by ScreenSkills and is supported by the BFI as part of its National Lottery funded Future Film Skills strategy.

Productions that contribute - or plan to contribute - to the [ScreenSkills Film Skills Fund](#), hitting the cap of £58,200 per production, are eligible to receive funding to enable a crew member to step-up in their career and/or to fill a skills gap or skills shortage in their crew.

In 2020/21 Make a Move will focus on supporting talent from a black, Asian and minority ethnic (BAME) backgrounds, working in both narrative and documentary features, in the following career stages:

- Experienced: three to seven years of experience working in feature film production
- Expert: more than seven years of experience working in feature film production

### About the Film Skills Fund

Studios and production companies producing films in the UK are encouraged to contribute 0.5% of their core UK expenditure, up to a maximum of £58,200, into the Film Skills Fund managed by ScreenSkills.

Informed by research from the ScreenSkills Skills Forecasting Service, Film Skills Fund contributions are invested in training to develop skills in shortage areas and for in demand roles needed by the sector. Make a Move is one of range of initiatives that are funded in this way.

### How to use this document

These guidelines are designed to be read before making your application. If you have any queries relating to the process, contact ScreenSkills' Film production coordinator Rebecca Hanser at [rebecca.hanser@screenskills.com](mailto:rebecca.hanser@screenskills.com) or phone her on 02077139950.

### Who can apply?

Productions that contribute - or plan to contribute - to the [ScreenSkills Film Skills Fund](#), hitting the cap of £58,200 per production, are eligible to receive funding to enable a crew member to step-up in their career and/or to fill a skills gap or skills shortage in their crew.

## What training are we looking to support?

All ScreenSkills investments are guided by the need to address skills gaps in the UK film industry. Please see below for a list of roles which currently require investment in skills development. This list is not exhaustive and ScreenSkills welcomes applications from productions that can make a convincing evidence-based case for investment in other roles which they believe are difficult to recruit for.

Roles ScreenSkills prioritised in 2020/21:

- 1<sup>st</sup> assistant director
- editor
- line producer
- production accountant
- production manager
- script editor
- script supervisor
- location manager
- post-production supervisor

## What does the fund cover?

Funding is available to subsidise the cost of employing and training individuals. This may require subsidising a promotion and/or contributing to the cost of a development activity i.e. coaching or a training course. At the end of the Make a Move programme, the beneficiary will be established in a new role, or able to apply for a promotion.

Please note:

- individuals can only participate in Make a Move after being put forward by their employer. Retrospective applications will not be accepted
- beneficiaries must be from a BAME (black, Asian and minority ethnic) background
- Individuals on Make a Move are not trainees and must be at [experienced or expert career stage](#)
- Those put forward for the programme must be ready to move up to their next career grade
- ScreenSkills reserves the right to meet with the production company and potential beneficiary prior to the start of the Make a Move programme to review the development plan

## What can Make a Move fund?

Make a Move funding can be used for:

- contributions towards salaries
- travel and accommodation expenses
- [continuing professional development](#) training courses, including management and leadership training programmes. Please refer to our framework to help select suitable training opportunities for your crew member
- professional coaching
- shadowing
- childcare
- costs towards buying equipment or software related to the duties of the job role

### What can Make a Move not fund?

Make a Move funding cannot be used to fund:

- retrospective claims. Applications must be received at least four weeks before the Make a Move beneficiary starts their development programme, to allow us to process the associated paperwork
- individuals who are already established within the grade
- individuals who have been supported through Make a Move or a similar stepping up scheme in Scotland, Wales and Northern Ireland in the last two years.
- activities that do not meet ScreenSkills skills shortage criteria
- activities that do not directly benefit the UK's feature film industry
- the production of a film or TV series

### Applying for funding

To apply for funding, please contact ScreenSkills' Film production coordinator Rebecca Hanser at [rebecca.hanser@screenskills.com](mailto:rebecca.hanser@screenskills.com) or phone her on 02077139950.

### How much funding can you apply for?

The amount of funding requested should be the amount needed to successfully upskill the beneficiary efficiently and effectively.

ScreenSkills awards up to £10,000 of Make a Move funding. Productions receiving Make a Move funding are expected to invest in the beneficiary as well (co-investment).

When planning your project budget, you will need to consider the following as 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.

### The following can be counted as co-investment:

Cash:

- direct cash co-investment from the production. This cash must not be accounted for in any other activity
- course fees paid by the individuals
- labour costs – evidence of hourly rate should be provided by the organisation/individual donating time (mentoring or training). This can include time spent by staff who are already on the payroll of the project and therefore not on any work that is income generating or commercially valuable.

In-kind:

- research or professional activity (eg mentoring, consultancy) – evidence of standard hourly rate should be provided by the person donating time
- donation of goods/services: evidence of third parties donating goods or proof of value should be provided.
- meeting space.

### The following co-investment options are not eligible as co-investment:

- 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

## Sustainability

ScreenSkills is committed to environmental and economic sustainability and we work with our partners to raise standards and awareness across the UK's Screen Industries. Your application should demonstrate how you have considered environmental and economic sustainability in the development of your training plan.

## Multiple applications

It may be possible to use the £10,000 investment from Make a Move for multiple beneficiaries. If you can provide a range of training that responds to several beneficiaries being promoted on one production or multiple productions, please discuss this further with our team before applying.

## Make a Move funding process

1. To apply for Make a Move you need to read these guidelines before applying.
2. Identify candidate at least four weeks before principle photography or project commence date.
3. Before applying please discuss your production talents promotion with the Film Production Liaison Manager. You will then receive a link to complete your application.
4. Once you have submitted your application you will receive an automated email confirming receipt and ScreenSkills will process your application.
5. ScreenSkills will inform you of the outcome of your application within four to six weeks.

## Using the online application form

The application form will ask questions about the production, details of the training plan and the budget of associated costs you are putting in place to help your crew member step up, as well as information about your company. Complete the application form and attach the required documents, including CVs and any other documents to support your application.

Your answers will be saved when you click the 'save and continue' button at the end of each page. Once you are ready to submit your application, press the 'submit' button. Until you do this, your application has not been sent to ScreenSkills to be assessed.

## How we assess your application

Our assessment process takes place in two stages:

- **Stage 1:** we review all applications for completeness and assess them against the programme's criteria and scrutinise financial viability.
- **Stage 2:** applications will be assessed by the ScreenSkills film unit team.

If there are any delays in the processing of your application, we will let you know in writing. Similarly, if you have a problem meeting any deadlines we set for you during the application process, please email us.

We assess applications based on the information we receive when the application is submitted. The film team may contact you during the assessment process to request that you supply additional information within a certain timescale. Please tell us at the time of our request if you do

not think your deadline is achievable, as your application may be rejected if you do not supply this information before the agreed time and date.

### **Due diligence and financial assessments**

All applications will be required to undergo a due diligence check prior to an award being made. ScreenSkills reserves the right to carry out necessary checks at its discretion as part of due diligence to safeguard the investment.

ScreenSkills conducts financial assessment on all organisations who apply for funding. This may include a financial viability assessment and web-based searches using information held by Companies House. By making your application to ScreenSkills you agree to such checks taking place.

### **Diversity and inclusivity**

ScreenSkills is committed to significantly improving the diversity of the screen industries' workforce to better reflect the UK's diverse population. It should be demonstrated how diversity will be considered in the delivery of the training plan. The production company should consider specific support that might be needed for someone from a BAME background. This might include cultural or legacy issues that have impeded their advancement. If the production company needs further advice or guidance relating to specific training needs, they should contact the Film Production Liaison Manager.

### **If you are successful**

If your application is successful, you will be informed by a member of the film team by email. The funding offer email will outline the conditions of your offer before we issue your Make a Move award.

This email will also introduce you to your main contacts in wider ScreenSkills teams and include important attachments which you should read in full.

If we are not able to support your application, we will provide feedback in writing and give you a contact name if you would like more detailed information. Any request for additional feedback has to be made within three months of receiving notification of the decision.

You are very welcome to apply again on another production. Before you do so, however, we strongly recommend that you first understand and take advice on why you were not successful this time around.

### **How to work with us during the project**

The funding offer letter will introduce you to your main contacts who will support you for the duration of your Make a Move uptake. Please ensure you update us with prep, shoot and post dates as soon as possible if these change.

When your application is approved, we will provide you with template project evaluation forms as part of your funding offer. These templates will include:

- a training plan, which you need to fill out to tell us about way in which you intend to help your crew member develop
- a final evaluation narrative report at the end of the programme to inform ScreenSkills about what went well and what could be improved. The report should draw on feedback collected from participants, tutors and industry partners during the course about their views on the organisation and delivery of the training.

At the end of the Make a Move programme, ScreenSkills may ask both parties to attend an evaluation meeting with us. The information provided to ScreenSkills for the use of monitoring and evaluation will be held in confidentiality, in line with the Data Protection Act 1998.

## Conditions of receiving ScreenSkills co-investment

### The duration of a project

The duration of your co-investment funding will correspond with the life of your project as outlined in the project plan submitted with your application.

Should a project overrun for reasons outside of your control, we will endeavour to adapt the payment schedule accordingly. Due to the restrictions of some of the co-investment sources we work with, this may not be possible in all cases, but we will always work with you to ensure that the requirements of the project are met as far as is possible.

### VAT

If you are registered for VAT, the figures in your budget should not include VAT that you can claim back. If you are not registered for VAT, your costs should include VAT. Funding offers we make are outside the scope of VAT (this means that they are not a business activity) and must be listed in your accounts as a grant.

You should get financial advice from your own accountant or the relevant tax office if you are unsure about your VAT status.

You must retain evidence of your project co-investment and project spend. Administrative records will be maintained for all applications irrespective of whether they were successful. These records will be held by ScreenSkills for 11 years.

In order to ensure good administration, reasons for decisions about applications and claims will be recorded on file at all stages by ScreenSkills. If you have been awarded co-investment, you will be required to keep this record for 11 years.

### Appeals procedure for funding

ScreenSkills' decisions to award co-investment are made entirely at our discretion. There is an appeals mechanism you can use, but only if you believe we did not apply our assessment or decision-making procedures correctly.

You cannot use the appeals procedure to appeal against our decision on awarding co-investment if we have followed our decision-making process correctly. If you would like a copy of our appeals procedures, please contact a member of the fund team.

If you would like to make an appeal, please note that ScreenSkills must have been notified of your decision to appeal within one month of your receiving notification of the decision.

### ScreenSkills' Customer Complaints Procedure

ScreenSkills is committed to being open and accessible and we welcome all comments on our work and the services we provide. We strive to provide the very highest standards of professionalism and customer service. If you are dissatisfied with any aspect of the service you have received from ScreenSkills, we have a customer complaints procedure you can use. A copy of this is available on our website and can also be provided by your ScreenSkills contact.

### Freedom of information

ScreenSkills is subject to the Freedom of Information Act 2000 (FOI Act) and we will expect your cooperation and assistance in order to comply with the obligations under the FOI Act.

Please be aware that information provided in confidence is likely to be exempt under the terms of section 41 of the FOI Act and that the operating department will respect its confidentiality.