



THE NATIONAL LOTTERY®



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

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Introduction

Thank you for your interest in ScreenSkills mentoring funding 2021-22 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. Mentoring is one element of the wider BFI/National Lottery-funded project.

What are we looking to support?

ScreenSkills welcomes applications to deliver mentoring programmes from organisations from across the UK and all sectors of the screen industry that do not currently have the infrastructure, resources, or budget to deliver mentoring. 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. Mentees may come from above-the-line and below-the-line departments, including craft and technical roles in production, sales, distribution, and exhibition. Please see the [ScreenSkills job profiles](#) for information on the roles we support in screen.

Mentoring programmes can be targeted to people:

- working behind the camera
- at an early or experienced career stage (please see our [definition of career stages](#))
- wanting to progress their career within the screen industry
- outside the screen industry with skills or expertise required by the screen industry wanting to transfer into the screen industry
- wanting to return to the screen industry after a break e.g. parental leave, long term sickness or those with caring responsibilities

Diversity and inclusion

Organisations are required to meet or exceed a minimum of two diversity targets, selected by them and agreed with ScreenSkills.

In addition to this, in 2021-22 we are asking all applicants to commit to a minimum of 50% of their mentees to be based outside 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). Thanks to virtual meetings and training, location does not need to be a barrier to a successful mentoring partnership.

Please note that organisations can choose to increase the 50% regionality target to 75% (as outlined below), to count as one of the two agreed diversity targets.

Diversity and inclusion targets:

- 50% participants who identify as women
- 20% minority ethnic participants outside of London; and 40% in Greater London

- 10% participants who identify as lesbian, gay, bi and trans (LGBT)
- 10% participants who consider themselves to have a disability, impairment, learning difference or long-term condition
- 15% disadvantaged socio-economic background
- 75% 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))

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 our delivery objectives. All delivery partners of 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 and inclusivity webpages](#).

Can I apply?

To be eligible to apply for funding, you must be able to tick each of the following statements before submitting an expression of interest form:

1. The standalone mentoring programme will run for a minimum of six hours over six months, to a maximum of 12 months
or
The mentoring element that is part of a wider initiative will run for a minimum of four hours over 12 months.
2. Beneficiaries of ScreenSkills mentoring funding must be aged 18 years and over and should expect to remain resident in the UK for the duration of the mentoring activity
3. The programme will meet a minimum of two of the diversity and inclusivity targets set by ScreenSkills for beneficiaries and ensures 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 ScreenSkills and ACAS online training courses which include: [bullying and harassment](#), [unconscious bias](#), 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.
8. The organisation must ensure that mentees are first-time beneficiaries of ScreenSkills mentoring funding. This funding cannot be used to support beneficiaries who have taken part in a ScreenSkills supported mentoring programme previously.

Structuring mentoring programmes

In 2021-22 we are looking to support mentoring at early, experienced, and expert (non-entry) career stages. 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 (and demonstrate sustainability of your programme beyond BFI Film Future Film Skills funding) 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 or work placement 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 the funding to go towards 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. 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 (approximately £400

awarded from ScreenSkills per mentee supported). Applicants can exceed the number of matched mentoring pairs required.

To ensure that your programme is accessible and inclusive, please consider the amount budgeted under the 'Access Support' section of the budget, which includes childcare costs, disability support and hardship.

How do I make an application?

- Complete an expression of interest form via the website by no later than 12pm midday on 6 May 2021
- Applicants will be notified on ScreenSkills decision regarding the success of your application during the week commencing 17 May 2021
- If you are successful in being shortlisted, you will be required to submit a detailed online application form with a project and budget report, marketing plan and project outline no later than 3 June 2021
- Additional information may be requested e.g., financial information for your company
- Final decisions will be made and all applicants will be notified during week commencing 28 June 2021
- Offers need to be accepted no later than two weeks from the offer letter date
- At least 50% of mentees must be matched and introduced to their mentors by 10 September 2021. All remaining mentees must be matched and introduced by 12 November 2021.

How to apply

- Speak to the ScreenSkills mentoring team regarding any questions you may have
- Complete the linked expression of interest 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

Fund Manager
mentoring@screenskills.com

Conditions

Important information and requirements

- 50% of mentoring partnerships must start by 10 September 2021, with the remaining mentees matched and introduced by 12 November 2021.
- Final reporting date is usually up to one month from the completion date of the 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 the development of participants following the mentoring programme if necessary. This tracking includes participant feedback on the value of the mentoring at the point of completion followed by contact once every six months. 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 unmatched; the number of mentors matched with their mentee/s; number of mentees recruited and as yet unmatched; 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 consider 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 • Programme 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
Not eligible as a project budget cost
<ul style="list-style-type: none">• 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