

## General Guidance on making applications to the Going Places Fund

Thank you for downloading the guidance notes on making an application to the Going Places Travel and Subsistence Fund. Please read through these notes and if you are still unsure about any aspect of your application contact Rupert Jones-Lee, Support Programme Manager at the Film and Television Charity ([rupert.lee@filmtvcharity.org.uk](mailto:rupert.lee@filmtvcharity.org.uk); 020 7734 5595).

If you have any special communication needs, please let us know how you would prefer to communicate with us.

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### **Overview of the Going Places Fund**

Going Places exists to support experienced film and television professionals from anywhere in the UK whose welfare, professional security and ability to access opportunities is being put at risk by excessive travel and related costs.

With an unevenly distributed screen industry, heavily concentrated in London and a few other metropolitan hubs, Going Places is intended to help offset the competitive disadvantages borne by people who live a significant distance from where they need to go to sustain their careers.

The kinds of career-sustaining activities which the Fund supports include attending job interviews, pitches or professional development meetings (for example with commissioners, purchasers or prospective employers), professional training, developing projects, maintaining professional networks, or anything else which demonstrably offers a credible prospect of enhancing employability and professional security. Activities must take place within the UK.

The Fund is open to screen industry professionals based anywhere in the UK who are facing financial or other obstacles, and have two years of consecutive or cumulative experience in any behind-the-camera role.

Applications must be for amounts of not less than £100 up to a maximum of £1,500. Individuals may apply on a one-off or repeated basis, with an annual ceiling of £1,500 per person (per Financial Year).

The Going Places Fund is designed to be as responsive as possible to how costs such as these can arise at short notice. It does this by operating on a fast-turnaround basis, with decisions made and paperwork issued within five working days of receipt of applications. Under certain circumstances it may also be possible to apply retrospectively (see below).

Applications are accepted on a rolling basis and there are no submission deadlines. All applications should be made through at [https://filmtvcharity.formstack.com/forms/goingplaces\\_firstapplication](https://filmtvcharity.formstack.com/forms/goingplaces_firstapplication) (or [https://filmtvcharity.formstack.com/forms/goingplaces\\_reapplication](https://filmtvcharity.formstack.com/forms/goingplaces_reapplication) if you are making a subsequent application for the same project and your circumstances have not changed in the meantime).

The Going Places Fund is managed and financed by the Film and Television Charity, with administrative support from Northern Film + Media (NFM).

### **What you can and can't apply for**

#### What you **can** apply for:

Awards will cover or contribute to the cost of:

- Travel
- Accommodation
- Out-of-pocket subsistence expenses (such as meals and local transport, excluding alcoholic drinks)

#### What you **can't** apply for:

Items not covered are:

- Costs that do not arise from where an applicant lives and which *anyone* would have to pay for, for example:
  - Fees for courses or conferences
  - Attendance or submission fees for festivals
  - Capital purchases of equipment or building work
- Support for activities outside the UK
- Travel to festivals, unless you are attending a market or training programme within a festival (e.g. Sheffield Doc/Fest), or attending a screening of your own work with clear professional value
- Living costs incurred during a production (this fund will not pay salaries that ought to have been included in a production budget)
- Travel-to-work costs for those who are already in paid employment
- Unnecessary costs such as alcoholic drinks or taxis (unless public transport is unavailable or you have special mobility needs)

Funding towards several of these kinds of cost are available via the Film and Television Charity's John Brabourne Awards, NFM's Market Access Fund (for applicants resident in

the North East of England), Creative Skillset, Creative England and BFI's various Film Hubs.

If you are unsure whether a particular cost is admissible please contact us.

### General rules:

Please bear in mind the following:

- We expect applicants to use the most economical travel and accommodation options available, within reason. We typically expect travel costs not to exceed the maximum price of a Standard Return train ticket and accommodation not to exceed £100 per night unless there are special circumstances (e.g. related to mobility or access needs). If an applicant appears not to be complying with this expectation without reasonable justification we will either decline the application or seek clarification, which will delay decision making.
- Train travel must be Standard Class in all circumstances.
- Air travel is permissible only if it can be shown to be cheaper than Standard Class rail fare at the time of receipt of application.
- Mileage for travel by car is paid at 25p per mile, up to the price of a Standard Class rail fare at the time of receipt of application.
- Maximum allowance for out-of-pocket expenses such as local transport and food is £25 per day.
- Taxis fares are inadmissible unless there is demonstrably no alternative public transport provision (either because of time of travel or lack of service to destination point).
- Cancelled activities: In the event that the activity you are travelling to attend is cancelled it is your responsibility to secure evidence which demonstrates that the cancellation was not your fault. It will also be your responsibility to secure refunds where possible and to return the unspent portion of your Going Places Fund Award to us. Failure to do so will preclude you from making further applications to the Fund.

### Retrospective applications:

We will accept applications retrospectively on an exceptional basis if a meeting or other opportunity can be shown to have arisen at such short notice that it would have been impossible to process an award before the applicant had to meet the relevant costs. The following conditions apply however:

1. Retrospective applications must be made within 1 week of the end date of the meeting/training/networking in question

2. Any expenditure an applicant makes in anticipation of a retrospective Going Places Fund award is entirely at their own risk – we expect to make retrospective awards rarely and only under exceptional circumstances, so they absolutely should not be banked on
3. The applicant must provide clear evidence (such as a forwarded email from the instigator of a meeting, along with full contact details for that person) to show that the tightness of the timescale was beyond their control

### **Who can apply? (Eligibility)**

To apply, you must meet the following eligibility criteria:

1. You must have two years' professional experience in a behind-the-camera role, anywhere in the value chain: production, post-production or exhibition. The CV attached to your application must demonstrate this experience clearly.

Your two years' experience may have been achieved cumulatively or consecutively. At our discretion some of this work may be unpaid (i.e. internships or work experience).

2. You must be resident in the UK.

You won't be surprised that some limits apply to this Fund. Usually we would not expect to make an award to someone with more than £10,000 of savings, or income of over £20,000 a year (£25,000 a year if based within the M25). However, we realise that everyone's circumstances are different and that a lack of money is only one kind of professional hurdle. We will treat each application individually and on its own merits – so if your savings and income are above this level but you still need our help please talk to us and we'll be happy to discuss whether you can make an application.

The Charity is only able to make awards to individuals. Members of teams are welcome to apply individually and there is no limit to the number of (eligible) members of a team who may apply.

Please note that recipients of a Film and Television Charity John Brabourne Award will not be eligible for a Going Places Fund award during the year of their JBA for activity which is covered by their JBA.

### **Assessment criteria (what we're looking for)**

As well as meeting the essential eligibility criteria, we will pay special consideration to the following factors in assessing applications:

- This is a support fund, therefore successful applications must evidence some kind of need which an Award will alleviate. Please note that you do not have to demonstrate poverty in order to qualify: financial need might consist in debt or risk as well as low income, and non-financial obstacles to professional security will also

be considered.

- The projects which travel and subsistence support is being applied for must be “strong” – in other words they must offer a credible prospect of resulting in work of artistic merit or career-sustaining commercial success. (Please note that “project” may be interpreted as broadly or narrowly as appropriate – ranging from a specific creative project such as a prospective commission or partnership through to the development of your career more generally).
- You should be able to convey a clear sense of the benefits which this activity will entail for you. Above all, how will it enhance your professional security?
- We will want to see evidence in each application of commitment to developing and maintaining a career within the industry.
- The meetings, networking or training which you propose to attend must be happening under credible auspices – with or run by people demonstrably in a position to help advance your project.
- If you are seeking support in relation to a project in development, your application must disclose enough information about the project package for us to be able to make an informed judgement about the chances of the project coming to fruition (the status of the script; attachment of director and producer; finance plan and what if any finance has been confirmed; casting; attachment of a sales agent; etc). Any information you share will be treated in strict confidence, but we reserve the right to reject applications which lack enough information for them to be assessed.

### **The application, assessment and award process – and what you have to do at each stage**

When completing your application please remember to answer all the questions clearly; keep a copy of your answers for your records; remember to sign and date your application; and make sure all documentation requested is provided. You will need to attach a CV and a budget (in Excel or Word).

You will receive an automated acknowledgment when your application is received. If you have not received this within 1 hour of submission, please contact us ([rupert.lee@filmtvcharity.org.uk](mailto:rupert.lee@filmtvcharity.org.uk)).

We will assess your application and notify you of the outcome, including issuing an offer letter if successful, within five working days of receiving it.

If supporting materials are missing or we need more information in order to assess your application, we will usually contact you (though please note that if we have to tease information out of applicants or judge that relevant information is being systematically withheld we reserve the right to reject applications on the grounds that the administrative resource involved in handling them is excessive). The five-day decision-making window will be reset at the point when this material is received, so please ensure that the contact details which you submit are ones with which we will be able to reach you first time in order to minimise delay.

If your application is successful, you will receive notification via email. This notification will contain a conditions letter and an acceptance form. This must be signed and

returned before you will receive any funding. We prefer this to be returned electronically, but please note that you must scan or insert a photograph of your real signature. If you simply type your name your application will be rendered invalid.

If your application is unsuccessful you will receive notification by email indicating the reasons for our decision.

We will make an initial payment to successful applicants within five working days of receipt of a signed acceptance letter. (Typically, this will be 75% of the award, though larger awards may be paid in a series of smaller increments.) The closing balance of the award will be paid when we have received all completion paperwork and receipts.

You will be advised of your completion requirements with your offer letter, though these are likely to include the following:

- All receipts for items supported with your Going Places award. These must be *itemised* receipts which show what you bought, where and when. A credit/debit card receipt which does not indicate what the item purchased was will not be accepted.
- Photographic and/or written materials relating to your Going Places award for promotional use on the Film and Television Charity and NFM's websites and publications

Any underspend on the original application will be deducted from the balancing payment, so that the total value of the award exactly reflects the total value of approved expenditure.

All completion paperwork must be received to the satisfaction of the fund managers within 14 days of the conclusion of the activity being supported. If it is not received within that period the balance of your award will be permanently forfeited, no further applications to the Going Places Fund will be accepted, and we reserve the right to reclaim the initial part of your award.

If you have any complaints about the way in which your application is handled please contact us via [info@filmtvcharity.org.uk](mailto:info@filmtvcharity.org.uk).

If you require any further information please contact [rupert.lee@filmtvcharity.org.uk](mailto:rupert.lee@filmtvcharity.org.uk) or telephone **020 7734 5595**.