



Delegated by the Arts Council of Northern Ireland to distribute Lottery film funding

# SHORT FILM GUIDELINES

Closing date: Friday 28<sup>th</sup> October 2022

In partnership with:



**\*\* Please note – you should read the full Lottery, ACNI and Government Standard Conditions of Award before filling in an application.**

## **SHORT FILM**

Northern Ireland Screen intends to use Lottery Funds provided through the Arts Council of Northern Ireland and BFI NETWORK to support the production of Short Film. The aim of this funding is to:

- Encourage Northern Ireland resident producers to make a significant contribution to developing talent within the local industry.
- Develop Northern Ireland resident creative talent (writer, director, producer teams) who intend to work professionally in factual or fiction genres.

By offering structured, merit based, opportunities Northern Ireland Screen intends to develop new and emerging writing, directing and producing talent to the point that it is of interest to the wider film, television and digital content industry.

Northern Ireland Screen will organise a minimum of two and a maximum of three application calls in 2022/23. The current call closes for applications on **Friday 28th October 2022.**

**Northern Ireland Screen strongly encourages applicants that applied to a previous call and were rejected not to re-apply with the same project unless the script has substantially changed.**

## WHAT FUNDING IS AVAILABLE?

Funding is available at Individual and Production Company levels for the production of live action, factual and virtual reality short films.

### Individual Production Awards:

<b>Production Budget</b>	<b>Maximum amount available</b>	<b>Maximum % of budget available</b>	<b>Eligibility</b>
£1-£2,500	£2,250	90%	Individuals - new and emerging Northern Ireland resident writer/director

Funding is available towards the costs of production of:

- short live action, factual and virtual reality films normally up to 15 minutes in length

Individual Production Awards are aimed at new and emerging Northern Ireland resident writer / directors in order to give the filmmakers an opportunity to show what they can do.

The film must be shot in Northern Ireland and the film must be shot digitally.

At Northern Ireland Screen's sole discretion factual shorts may be filmed outside Northern Ireland with Northern Ireland creative talent and crew attached. All post should take place in Northern Ireland.

**The writer / director must have directed at least one live action fiction or factual short film independently and the film must be available to view online.**

Production Company Awards:

<b>Production Budget</b>	<b>Maximum amount available</b>	<b>Maximum % of budget available</b>	<b>Eligibility</b>
Unrestricted	£7,500	75%	Limited companies working with Northern Ireland resident emerging writers and directors

Applicants can apply **for up to 75%** of the budget up to a maximum request of **£7,500**. Should the budget exceed £10,000 the maximum amount that Northern Ireland Screen can award remains at **£7,500**.

Funding is available towards the costs of production of:

- short live action, factual and virtual reality films normally up to 15 minutes in length

The intention of these awards is to develop working relationships between Northern Ireland resident emerging writers and directors and production companies who need their talents.

The film must be shot in Northern Ireland and the film must be shot digitally.

At Northern Ireland Screen's sole discretion factual shorts may be filmed outside Northern Ireland with Northern Ireland creative talent and crew attached. All post should take place in Northern Ireland.

**The Director and Producer must have completed at least one short live action factual or fiction film in their specific role and the film must be available to view online. The quality of the Writer's work will be judged on the submitted script.**

## KEY ASSESSMENT CRITERIA

- The quality of the proposed script / project
- The quality of the director's previous film(s).
- Viability of the project in terms of ambition against budget

The priorities for funding are:

- Northern Ireland resident filmmakers, whose previous films have garnered national or international awards.
- Northern Ireland resident filmmakers, whose filmmaking is supported by an established production company with a strong track record in film or television production.
- Northern Ireland resident Filmmakers, who can bring third party investment to their projects.

This is not the selection criteria however priority will be given to filmmakers who fall within these three priority areas.

**Please read our FAQs (available at the end of this document) before requesting an application link.** If the FAQs do not answer your question, please contact Christine Morrow, New and Emerging Talent Executive, ([christine@northernirelandscreen.co.uk](mailto:christine@northernirelandscreen.co.uk)) for further information.

## APPLICATION

If you have read the FAQs and these guidelines and wish to apply for funding, please contact Tory Killen, Funding Assistant, ([tory@northernirelandscreen.co.uk](mailto:tory@northernirelandscreen.co.uk)) for a link to an online application. Please ensure that all supporting documentation is submitted either online with your application or via email to Tory Killen. **Failure to provide the requested supporting documentation will result in your application being eliminated from the current short film call.**

## **TIMEFRAME**

- All applications including required supporting documentation must be received by **Friday 28th October 2022**.
- All applications will be assessed with decisions intended to be made by January 2023 provided that all relevant documentation is provided and that all eligibility checks and other queries are promptly responded to.
- If an award is made all applicant companies must be in a position to finalise the contract before 31<sup>st</sup> March 2023.
- Delivery of the project should be within 6 months of receipt of the award.

## **COMMITMENT TO GOOD PRACTICE**

- Northern Ireland Screen and the BFI are committed to ensuring that we consult with active practitioners within the disabled filmmaking community about current and future projects where there is a portrayal of disability and also in respect of industry access. We want to see films that are authentically and mindfully cast with disabled actors and also see more non-specific casting, creating roles and visibility for disabled actors which do not reference disability as part of the theme or narrative. In support of this and to avoid reinforcing negative stereotypes, we will no longer support work gratuitously featuring facially scarred villains. Supporting equal pay for disabled actors and filmmakers means that Northern Ireland Screen will now consider applications that include project costs related to access requirements for disabled practitioners and will have the ability to provide funding for such elements in addition to a scheme's normal funding cap.

- All productions supported by Northern Ireland Screen will be required to make a contribution to the ScreenSkills Fund. The Film Skills Fund directly supports skills and training for the UK film industry. Projects receiving public funding are required to pay into the fund as a condition of access to their investment. Producers will have to pay **0.5 per cent** of their core UK expenditure to the Film Skills Fund. The ceiling on any one production is capped at £61,000. This should appear as a line item in the budget. This levy does not replace any existing provision for the employment of trainees that may be in the budget: The Film Skills Fund levy is an *additional* cost. For further details of how to calculate the levy on your budget contact the Film Production Coordinator Rebecca Hanser at [rebecca.hanser@screenskills.com](mailto:rebecca.hanser@screenskills.com) or visit <https://www.screenskills.com/industry-partners/film-skills-fund/contribute-to-the-film-skills-fund/>.
- All productions supported by Northern Ireland Screen must commit to, and adhere to, **The Code of Practice for the Screen Industry in Northern Ireland** published by Northern Ireland Screen. A copy of this code is available on the application website.
- All productions must adhere to applicable Covid-19 protocols. Industry protocols for a return to filming can be found on our Covid-19 Recovery page here: <https://www.northernirelandscreen.co.uk/filming/covid-19-recovery-planning>
- All cast and crew are expected to complete Covid-19 training for the industry on-line via ScreenSkills in advance of filming: [www.northernirelandscreen.co.uk/news/skills-development/coronavirus-basic-awareness-production-training/](http://www.northernirelandscreen.co.uk/news/skills-development/coronavirus-basic-awareness-production-training/)
- All productions have a responsibility to promote environmental sustainability. Producers are expected to complete Albert Sustainable Production training <https://wearealbert.org/online-training/> in advance of

filming and will be required to supply a carbon calculation as part of the required deliverables.

- All productions are required to adhere to and promote the set of principles aimed at tackling and preventing **bullying, harassment and racism** in the screen industries (the “Principles”) and related guidance (the “Guidance”) commissioned by the BFI in partnership with BAFTA, with the input of leading screen sector industry organisations, Challenge Consultants (specialists in equality, diversity and inclusion training and policy development) and in line with advice from workplace experts Acas. The Principles and Guidance are available on the BFI website and will be regularly reviewed and updated: <https://www.bfi.org.uk/inclusion-film-industry/bullying-harassment-racism-prevention-screen-industries/set-principles>
- All productions supported by Northern Ireland Screen and the BFI Network are required to create an IMDB page for the production which credits all cast and crew, as well as listing BFI NETWORK [gb] as a Production Company.



**If an award is made, please note the following:**

- Producers should arrange a pre-production meeting with Northern Ireland Screen's New and Emerging Talent Executive, Christine Morrow prior to filming commencing.
- Each member of the creative team must open a BFI post room account: <http://network.bfi.org.uk/postroom>
- Northern Ireland Screen's New and Emerging Talent Executive, Christine Morrow, should be provided with a schedule and a full unit list detailing cast and crew prior to production and be kept updated throughout the production process.
- Producers are expected to complete Albert Sustainable Production training and complete the Albert Carbon Calculation (this should be started in advance of filming).
- All cast and crew are expected to complete Covid-19 training for the industry on-line via ScreenSkills in advance of filming and follow Covid-19 protocols during production.
- Producers are expected to create an IMDB page for the production, listing all cast and crew and crediting BFI NETWORK [gb] and NORTHERN IRELAND SCREEN [gb] as a Production Company.
- You will be required to provide:
  - An insurance cover note prior to the first day of production.\*  
**Northern Ireland Screen operates a blanket insurance policy that projects awarded funding through the short film call can be insured under. Producers are expected to liaise directly with the insurance company and provide Northern Ireland Screen with the cover note issued by the insurance company. As such applicants do not need to list insurance costs as a budget line in their short film production budget;**
  - a unit and cast/contributor list;
  - production schedule;
  - risk assessment (if applicable);
  - call sheets during production
- During post production a link to an online version of the picture cut of the film must be supplied;

- Northern Ireland Screen must approve the credits on the final film;
- The following are the standard delivery items:
  - Quicktime Pro Res 4.2.2 HD Film on hard drive or pen drive
  - A MPEG4 HD h.264 viewing file created from the above Master Pro-Res file. The file should be set for streaming at 5Mb/s
  - At least 20 colour print quality stills from the Film in jpeg format minimum 300 dpi
  - Final Albert Carbon Calculation
  - BFI credit template
  - Project IMDB page
  - Final Unit List
  - Cost Report, Post Project Report, Economic Impact report (templates supplied by Northern Ireland Screen)

## **2<sup>nd</sup> SHORT FILM CALL 2022/23 – FREQUENTLY ASKED QUESTIONS**

**Please ensure you have read the SHORT FILM guidelines before completing an application.**

**I applied to a previous short film call and my application was rejected. Can I apply to this call with the same project?**

Northern Ireland Screen strongly encourages applicants that applied to a previous Short Film call and were rejected not to re-apply with the same project unless the script has substantially changed.

**What type of short film is Northern Ireland Screen funding?**

Northern Ireland is not prescriptive about the genre of short film content. It funds both standalone material and proof of concept shorts depending on the experience and career trajectory of the filmmaker. Funding is available for live action fiction, factual and virtual reality short film.

**Is funding available for animation short film?**

Funding is not available for animation shorts via the Short Film call or Access Shorts however Northern Ireland Screen does run a Creative Animation scheme. For further information please visit the Northern Ireland Screen website.

**Can I shoot using Film?**

No, Northern Ireland Screen funded short films must be filmed on HD. We no longer fund shorts shot on film primarily due to the environmental impact but also the cost implications.

**I have never written, directed or produced a film before. Am I eligible to apply?**

No, Northern Ireland Screen does not fund first time filmmakers. We ask that applicants have at least one short film credit before being considered for funding. Please review relevant scheme guidelines for further information.

**I am based in the Republic of Ireland/Scotland/England/Wales. Am I eligible to apply?**

If you are applying as an individual, you are not eligible to apply. Northern Ireland Screen's short film funding only supports new and emerging Northern Ireland resident writer/directors at individual level.

If you are applying as a production company and are based outside Northern Ireland you are eligible to apply if the company is working with Northern Ireland resident emerging writers and directors on the project.

**I am a director who currently has a live short film project that has received funding from Northern Ireland Screen. Can I apply for funding for another short film project that I am directing?**

We would expect a director that currently has a live short film project in receipt of Northern Ireland Screen support to have submitted a picture lock cut of the film to Northern Ireland Screen's New and Emerging Talent Executive before applying for funding for another project.

**I am in full time education. Am I eligible to apply?**

Students in full time education are eligible to apply to the Short Film call provided their proposed film is not part of their university course. For avoidance of doubt the proposed film cannot be a coursework component or a graduation film.

**What is the maximum amount available through the Short Film Call?**

Production Companies can avail of up to £7,500 through the short film fund. This is based on a budget of at least £10,000. We would ask that producers consider their budget carefully and budget appropriately to their project. Individuals can apply for up to £2,250. This is based on a budget of at least £2,500.

**Can my script be read before I apply to the fund?**

No, the script submitted with your application is the only draft it is possible to read.

**Can I have a meeting to discuss my project?**

It is normal practice for funded filmmakers to meet with the New and Emerging Talent Executive on receipt of their award to discuss their projects.

**Do I have to know who my cast and crew will be at application stage?**

It is an advantage if you know who you intend to work with at application stage, although not compulsory to detail.

**How do I send my previous work to Northern Ireland Screen?**

Please send links to previous work via an online link (with password if required).

**What happens if I am unable to provide the requested supporting documentation with the application?**

In order for an application to be considered all supporting documentation must be submitted with the online application or emailed directly to Tory Killen, Funding Assistant, ([tory@northernirelandscreen.co.uk](mailto:tory@northernirelandscreen.co.uk)). Failure to provide the documentation requested will result in the application being excluded from the short film call.

**I am trying to upload a large document via the online application form but I am receiving an error message. What should I do?**

Any large documents should be emailed directly to Tory Killen, Funding Assistant, ([tory@northernirelandscreen.co.uk](mailto:tory@northernirelandscreen.co.uk)).

**When will I hear if my application has been successful?**

All eligible applications will be assessed following closure of the call with decisions intended to be made by January 2023 provided that all relevant documentation is provided and that all eligibility checks and other queries are promptly responded to.

**How long do I have to make my film if I receive funding?**

We would expect the completed film to be delivered alongside the required financial and post project reports within 6 months of receipt of the award.

**If I am successful in receiving funding will the decision be publicised?**

Yes it will. All the awards made across our funds are listed on our website.

**If I am successful in receiving funding, do I need to get Production Insurance?**

Northern Ireland Screen operates a blanket insurance policy that projects awarded funding through the short film call can be insured under. As such, applicants do not need to list insurance costs as a budget line in their short film production budget.

**I have a question that isn't answered in these FAQs or via the guidelines. What should I do?**

Please contact Christine Morrow, New and Emerging Talent Executive, ([christine@northernirelandscreen.co.uk](mailto:christine@northernirelandscreen.co.uk)) regarding any further queries.