#### URN 20\_\_\_ /\_\_\_\_\_\_\_ for NES use

Application form for North East Screen’s REACH Film & TV Development Grant Awards

**Application Information**

You must complete every section of this form. If you don’t, we will return your application and ask you to provide the missing information. This may affect the start date of your project.

There are two ways of answering questions electronically:

1. Click on relevant box to tick or untick option
2. There is a rectangular text box to complete longer answers, which will expand as you type.

Please email your completed application form to reach@northeastscreen.org

Please note you will receive a decision within 4 weeks of the submission deadline.

**Key Funding Criteria**

* It is essential that you read the “Reach Guidelines” document for full details
* Applicants [must be based](https://www.gov.uk/find-local-council) in the North East (NTCA - Newcastle, North Tyneside, Northumberland; STCA - County Durham, Gateshead, South Tyneside, Sunderland). You can check through the following link <https://www.gov.uk/find-local-council>
* Applicants must be over 18 and not in full time education.
* Applicants must be operating as either an SME (micro, small or medium sized enterprise) or an unincorporated business such as a sole trader “trading as” or a partnership in order to be eligible for funding.
* Applicants must provide a minimum of 50% cash match to the project.

# Section A – About You

|  |  |
| --- | --- |
| A.1 Name of your project.  |  |
| A.2 Your Name |  |
| A.3 Date of Birth |  |
| A.4 Name of Organisation/Business |  |
|  |
| A.5 Position or job title |  |
| A.6 Address |  |
| Postcode |  |
| A.7 The above address is [ ]  home [ ]  work  |
| other, please state |  |

A.8 Contact details

|  |  |  |  |
| --- | --- | --- | --- |
| Office telephone |  | Mobile phone  |  |
| Email |  | Website |  |

A.9 In which local authority area is the above address?

☐ Hartlepool Borough Council ☐ Durham City Council

☐ Stockton on Tees Borough Council ☐ Gateshead Council

☐ Middlesborough Council ☐ Sunderland City Council

☐ Darlington Borough Council ☐ South Tyneside Council

☐ Redcar and Cleveland Borough Council ☐ Newcastle City Council

☐ Northumberland City Council ☐ North Tyneside Council

A.10 Where will the project take place? *You can state more than one place*

|  |
| --- |
|  |

# Section B - Your organisation

|  |
| --- |
| B.1 What is the legal status of your organisation/business? |
| [ ]  Private Company [ ]  Company limited by guarantee. [ ]  Registered charity [ ]  Sole Trader (trading as) [ ]  Legally constituted Partnership  |
| [ ]  Other – please specify. |
| Company registration number, if applicable

|  |
| --- |
|  |

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| Charity registration number, if applicable

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| --- |
|  |

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| If a Sole Trader, please provide Unique Tax Reference

|  |
| --- |
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B.2 You need to provide one of the following with your application. Please check the box of the one you are supplying.

[ ]  A copy of your Memorandum and Articles of Association

[ ]  Your organisation’s constitution

[ ]  Set of rules for your organisation

B.3 You also need to provide with your application form

[ ]  A copy of your last set of year-end accounts

[ ]  An up-to-date financial statement for your business/organisation

If you are unable to supply your accounts, please state why

B.4 Which month and year was your organisation set up?

**B.5 Is your organisation VAT registered?**

[ ]  No [ ]  Yes

|  |  |
| --- | --- |
| Vat Registration number |  |

B.6 Are you a branch or subsidiary of a larger organisation?

[ ]  No [ ]  Yes

|  |  |
| --- | --- |
| Parent Organisation Name  |  |

B.7 How many Full Time Equivalent (FTE) employees work in this organisation?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Female  |  | Male |  | Prefer not to say |  | Total |  |

# Section C – Your Project and Development

C.1 What is your project’s start date?

C.2 What is your project’s end date?

C.3 Tell us about your project (Max 300 words)

Please provide relevant supporting documents such as treatment /script/story

outline where appropriate.

C.4 What are the commercial prospects for your project and specifically how will you access the marketplace?

C.5 How will this project help develop you or your organisation?

C.6 Projects are expected to help your business improve performance. Please indicate how your project will achieve this by ticking all relevant boxes:

(Please see“REACH Guidelines” document for full details*)*

[ ]  Project will lead to increased turnover.

[ ]  Project will lead to increased profitability.

C.7 Applicants must submit evidence of actual spend/defrayal and procurement evidence demonstrating best value for money.

* We will reimburse you for 50% of eligible costs on condition that evidence of procurement and expenditure defrayal is provided.
* If your business is NOT VAT-registered and costs include irrecoverable VAT then these amounts can be reimbursed. However, if your business IS VAT-registered then we expect you to recover the VAT from HMRC and the remaining costs (Ex-VAT) will be eligible for reimbursement.
* Proof of procurement in the form of a minimum of 3 x written quotations for each element of project cost, along with the rationale for your choice of provider to demonstrate value for money.
* Proof of expenditure in the form of copies of all invoices and receipts and copies of all relevant credit card and bank statements showing defrayal of such amounts. Expenditure by credit card can only be regarded as eligible if you are able to provide a copy of your bank statement showing full payment of the credit card statement balance. Part payments do not fulfil ERDF requirements and will result in expenditure being disallowed.
* See “REACH Guidelines” document for further information.

# Section D – Project Viability

D.1 Describe your project’s schedule for this application including your milestones or target dates

D.2 List the employees, including yourself, who will be working on this project

CV’s or biographies should be supplied for all people listed, note remember to include these people on the equal opportunities form.

|  |  |  |
| --- | --- | --- |
| Name  | Job Title | CV Attached? |
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]

D.3 Please list below the jobs this project will create or safeguard.

(Please see *Reach Guidelines* for further information on what constitutes a job created or safeguarded)

|  |  |  |
| --- | --- | --- |
| **Name**  | **Job Title** | **Full Time Equivalent** |
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]

D.4 Please list any other sources of funding for this project and how much money you are applying for from them, itemise below?

|  |  |  |
| --- | --- | --- |
| SourceCosts should include VAT unless you are VAT registered and able to recover it.  | COLUMN AApplied for and awaiting confirmation | COLUMN BFunds confirmed  |
| *e.g. North East Screen REACH* | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
| Total of Column A  | £ | £ |
| Total of Column B | £ | £ |
| Total Project Cost (equals total of column A plus B)  | £ |

You must attach written evidence for all funds that have been committed including your own.

D5. Please give a cost and budget breakdown for your proposal, supply this on a separate sheet, if necessary.

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|  |

D.6 Please use this space to outline your industry experience (max 300 words)

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|  |

# Section E - Data Protection Act 2018

The information on this application form will be processed by North East Screen. By proceeding to complete and submit this form, you consent that we may process the personal data (including sensitive personal data) that we collect from you, and use the information you provide to us, in accordance with our Privacy Policy. In addition, North East Screen are required to retain data. Your details will be stored securely and retained in compliance with GDPR and the Data Protection Act 2018. This information will be used to evaluate this project and to report to the European Regional Development Fund for monitoring and evaluation purposes.

North East Screen will not keep your personal data for longer than it needs but as a minimum, will retain data for two years after the closure of the programme to ensure reporting obligations are met and to demonstrate compliance.

E.1 Would you like to receive from North East Screen:

Information about events, workshops and services? [ ] No [ ] Yes

Our newsletter? [ ] No [ ] Yes

# Section F – Your Declaration

F.1 Declaration of Interests - do you have, or are you aware of, any close personal or professional link with any staff or board member of North East Screen?

[ ]  No [ ]  Yes

list names and connection, for example member of board, and whether they would stand to make a financial gain.

Note: Under North East Screen’s memorandum and articles, board members must declare an interest to other members of the board before the application is submitted, please let them know if you are applying to us for funds. A full list of board members is available on our website.

**Monitoring**

This funding requires eligibility and monitoring information to be provided at the beginning and end of your project. After receiving your application, we will send you an SME Eligibility Form to complete and return signed. If your application for funding is successful, you agree to provide all requested information in relation to your project.

#### **Fraud**

North East Screen will take legal action to recover funds from an applicant who has provided fraudulent information in this application. Any misleading statements by you the applicant could render this application invalid and you or your organisation liable to return any money already paid on the project or scheme in question. I confirm that the information I have given is true and I have answered all the relevant questions on the form. I will let you know immediately about any material change to the information provided. I have the power to accept funding subject to conditions and the ability to repay funding in the event of funding conditions not being met

|  |  |  |  |
| --- | --- | --- | --- |
| **F.2 Signature**

|  |
| --- |
|  |

 | **Date**

|  |
| --- |
|  |

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The signature on this application form can be electronic if sending your application via email.

# Section G - Equal Opportunities Monitoring

Please note that once we receive your application, we will send you an EDI form which you should return. The information requested is optional. This section of the application will not form part of the assessment process. We are committed to pursuing equality of opportunity and monitoring applicants and applications is one way of helping to ensure that there is no discrimination in the way applications are assessed.

# CHECK LIST

[ ]  Enclosed CV’s or biographies for yourself and the other people named on questions D.3

[ ]  Have you enclosed evidence of confirmed funding?

[ ]  Have you enclosed a complete cost breakdown see question D.5

[ ]  Indicated your Data Protection preferences, see Section E

[ ]  Have answered every question on the form as advised.

[ ]  Kept a copy of this application for your own records.

Organisations only

[ ]  Enclosed your memoranda & articles, or rules or constitution see Question B2?

[ ]  Enclosed up to date financial statement see question B3?

Note that gathering additional missing information once you have submitted your application will slow down the application process and could result in you missing your deadline, so please make sure your application form is complete with supporting materials

Send application and supporting materials to reach@northeastscreen.org