**Event Producer/Curator  
BBC City of Comedy Short Film Nights**

**Application Form**

**ABOUT YOU & YOUR COMPANY:**

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| Lead contact name: |  |
| Email: |  |
| Phone number: |  |
| Address: |  |
| Postcode: |  |
| Website / social media Links: |  |

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| **Tell us some basic information about you/your company, summing up your current USP as a producer in a few lines.** |
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| **Tell us about what involvement you have had producing broadcast content, or if you are new to broadcast, use this space to outline your experience of producing comedy events.** |
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| **Tell us about any experience you may have curating and showcasing comedy talent, screen content.** |
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**ABOUT THE COMEDY:**

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| **What excites you about this opportunity?** |
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| **What three key things do you think would benefit you and your career most from this opportunity? Where do you want to be in three years?** |
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| **How would you consider accessibility and inclusivity as part of the festival event?** |
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| **EXISTING FUNDING AND COMMITMENTS**; Please provide details of any current contracts and commitments that may impact on your ability to deliver these events. |
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**Terms & Conditions**By submitting your application you agree to and will comply with the terms and conditions below.

1. You certify that the information given in the application form is, to the best of your knowledge and belief, correct. If this is found not to be the case the application may be declined without any further reference to you.
2. Having reviewed the eligibility criteria in the application form, you certify that your company **has a substantive base in the North East region and is eligible to apply.**
3. You acknowledge that your application and any other information supplied and discussed regarding this application, the assessment and decision-making process, or in connection with this transaction as a whole (“the Confidential Information”) is and shall remain strictly confidential. You confirm that you shall not disclose to any third party or make public the Confidential Information without North East Screen’s prior written approval.
4. You acknowledge that North East Screen will endeavour to keep all information provided securely, but as the Freedom of Information Act 2000 (the “Act”) applies to North East Screen, North East Screen may be required to disclose certain information under the Act. Where you inform us at the time of providing information to North East Screen that you believe the information should be considered exempt from disclosure under that Act, and a request to North East Screen is subsequently made for disclosure of some or all of that information, North East Screen will use reasonable endeavours to discuss such disclosure with you prior to making its decision. You acknowledge that North East Screen’s decision is final.
5. At North East Screen we are committed to keeping your personal data safe and secure and handling it in accordance with our legal obligations. We are the data controller in respect of any personal information that you provide us as part of your application for this fund, which may include personal details about your directors and employees. We will not share this information with any third parties and it is held securely in a dedicated inbox for six months and then deleted. By submitting your application to North East Screen, you are providing consent to North East Screen processing the personal data described above. If you would like to withdraw your consent, or change any of the details on your form, please email us at the same address to let us know.   
   In order to be eligible for this opportunity, your application must be submitted to hothouse@northeastscreen.org before the deadline of 4th July 2022
6. Successful applicants will be notified via email by no later than 30th July 2022.
7. Any press releases referring to the allocation of funds must be discussed with and approved by North East Screen Marketing and Communications team before.
8. In the event of any allocation of the Fund, the decision of North East Screen as to the allocation of funds will be final.
9. North East Screen reserves the right to cancel or amend the application process for the Fund and these Terms and Conditions at its sole discretion and without notice if any event occurs that is outside North East Screen's reasonable control. Any changes to these terms will be communicated by email to applicants.