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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 processing of your application.

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

**Please note, round 6 of Reach will close on the 8th April 2024 and awarded on the 6th May 2024.**

Key Funding Criteria

It is essential that you read the “Reach Guidelines” document before making an application. These can be found on our website under the ‘funding’ page.

Applicants must have a North East postcode, be over the age of 18 and not in full time education. This grant is only available to SME’s. An SME is any organisation that has fewer than 250 employees and a turnover of less than €50 million or a balance sheet total less than €43 million.

This is a match funded grant. Applicants must provide a minimum of 50% cash match to the project. The total sum must be spent externally.

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| **SECTION A – ABOUT YOU** |
| **A.1** **Your Name** |  |
| **A.2      Date of Birth** |  |
| **A.3** **Name of Organisation/Business** |  |
| **A.4** **Position or job title** |  |
| **A.5** **Address** |  |
| **A.6** **The above address is**    | HOME ADDRESS | BUSINESS ADDRESS |
| If other, please state  |  |
| **A.7 Contact number** |  |
| **A.8 Email Address** |  |
| **A.9 Website/Socials** |  |
| **A.10 Under which local authority does your business sit? (delete as appropriate)** |
| Hartlepool Borough Council | Stockton on Tees Council | Middlesborough Council | Darlington Borough Council | Durham City Council | Gateshead Council |
| Sunderland City Council | South Tyneside Council | Redcar and Cleveland Borough Council | Northumberland City Council | Newcastle City Council | North Tyneside Council |

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| **SECTION B – ABOUT YOUR BUSINESS** |
| **B.1 What is the legal status of your Organisation/Business?***(delete where appropriate)* | Private Company *(please provide company number)* | Company Limited by Guarantee |
| Registered Charity*(please provide registration number)* | Sole Trader*(please provide unique tax reference)* |
| Legally Constituted Partnership | Other (please specify below) |
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| **B.2 What date was your organisation set up?** |  |
| **B.3 Is your organisation VAT Registered?** |  |
| **B.4 If YES** **what is your registration number?** |  |
| **B.5 Are you a branch or subsidiary of a larger organisation?***(if yes please name parent organisation)* |  |
| **B.6 How many Full Time Equivalent employees work in the organisation?** |  |
| **B.7 Please detail the companies industry experience***(Max 100 words)* |  |
| **B.8 Applicants must submit evidence of actual spend/defrayal and procurement evidence demonstrating best value for money*** We will reimburse you 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 that VAT from HMRC and the remaining costs (ex-VAT) will be eligible for reimbursement
* Proof of procurement in the form of a minimum of 3x written quotations for each element of the 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 NESIP requirements and will result in the expenditure being disallowed.
* See REACH Guidelines document for further information
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| **SECTION C – ABOUT THE PROJECT** |
| **C.1 Name of project** |  |
| **C.2 What is your project start date?** |  |
| **C.3 What is your project end date?** |  |
| **C.4 Please specify what the funding will be used for** *(Max 200 words)* |  |
| **C.5 In what way will this money develop your product and/or company?***(Max 200 words)* |  |
| **C.6 Is the project commercially viable?***(please detail what future business/new markets the project is likely to secure – Max 200 words)* |  |
| **C.7 What are the expected outcomes of the project?***Max 100 words)* |  |
| **C.8 Please outlay the proposed schedule for the activity** | DATE | ACTIVITY |
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| **C.9 Please list the employees (including yourself) who will be working on this activity**  | ROLE | NAME |
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| **C.10 Please list the jobs that this project will create or safeguard** | ROLE | NAME |
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| **C.11 Please detail the source(s) of match funding** |  |
| Please list any other sources of funding for this project and how much money you are applying for from them.You can itemise this below: |

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| **Source***Costs should include VAT unless you are VAT registered and able to recover it* | 1. **Funds awaiting confirmation**
 | 1. **Funds confirmed**
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|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
| You must provide written evidence for all funds that have been committed including your own. |

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| **SECTION D – 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 North East Screen Industries Partnership 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.  |
| **D.1 Would you like to receive information about events, workshops and services?** | YES | NO |
| **D.2 Would you like to receive our newsletter** | YES | NO |

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| **SECTION E – YOUR DECLARATION OF INTEREST** |
| **E.1 Declaration of Interest****Do you have, or are aware of, any close personal or professional link with any staff member or board member of North East Screen?**If YES please list names and connections below | YES | NO |
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| 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 |

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| **SECTION F - MONITORING** |
| This fund requires eligibility and monitoring information to be provided at the beginning and end of your project. After receiving your application, we will send you a Business Support 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. |

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| **SECTION G - 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.  |

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| **SECTION H – 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. |

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| **SECTION I – THE CHECKLIST** |
| Note: 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 materialsPlease send applications and supporting materials to reach@northeastscreen.org |
|  | I have enclosed and retained a signed copy of this application, answering every question to the best of my knowledge  |
|  | I have enclosed CV’s and/or biographies for myself and others named in section C |
|  | I have enclosed evidence of confirmed funding |
|  | I have enclosed an EDI form |
|  | I have enclosed a completed Business Eligibility Support form |
|  | I have enclosed a complete cost breakdown using the NES budget template |
|  | **Organisations Only:** I have enclosed my memorandum & articles, or rules or constitution  |
|  | **Organisations Only:** I have enclosed an up to date financial statement |
|  | **If applicable:** A completed NES employment template |
|  | **If applicable:** A completed NES jobs created/safeguarded template |
|  | **If applicable:** A completed NES new products template |
|  | **If applicable:** Proof of procurement |

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| **SECTION J - DECLARATION** |
| I confirm 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.  |

**J.1 Signature J.2 Date**

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