

Going Places Bursary Guidance & Terms

To enclose:

- Application form
- CV
- Proof of opportunity
- [EDI form](#)

Please read through the below in full before applying.

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

Overview

Going Places is a fund which can support travel, accommodation, training courses and some expenses costs for North East based professionals in Film and TV, aiming to overcome geographical barriers.

Please note travel would be a production base only and does not include travel/mileage within a working day.

Who can apply? (Eligibility)

To apply, you must meet the following eligibility criteria:

- You must be over 18 years of age.
- You must be a resident in the North East of England (TVCA, NECA)
- Be a member of our Crew Academy
- Be registered on the North East Screen database with an up-to-date CV
- You must not be in full time education
- You must be available for work in the film and TV industry

Activities that qualify

We support those in the film and TV industry who have secured opportunities outside their usual travel to work area. These may include:

- Short term unpaid work experience
- Trainee paid placements
- Stepping up opportunities
- Interviews
- Accredited or approved training



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Applications will be individually assessed with a cap of **£2,273** per crew member/trainee for the year, not per claim.

What you can apply for:

Awards will cover or contribute to the cost of:

- Travel – where the production base is out of the region or a significant distance from your home address. i.e. above 40 miles from NE base at 25p per mile or public transport costs
- Accommodation costs when away from home (should be competitive and not exceed £100 per night)
- Out-of-pocket subsistence expenses, such as meals and local transport, excluding alcoholic drinks (max £30 per day) – Only applicable for non-pay/shadowing positions or if you have special mobility needs relating to travel
- Costs of appropriate industry training (applications will be individually assessed to our discretion)

Application

Applications are accepted on a rolling basis and there are no submission deadlines. All applications should be made through goingplaces@northeastscreen.org and include the documents advised above.

Please note: It is not possible to apply retrospectively.

Applications will be processed within 10 working days.

Assessment criteria (what we're looking for)

The activity must be with a reputable company/production, led by a senior or well-established experienced industry professional and offer a credible prospect of career development.

You should be able to convey a clear sense of the benefits which this activity will provide for you. Above all, how will it enhance your professional development.

The activities must be with or run by people demonstrably in a position to help advance your career.

All awards at discretion of North East Screen. We will give preference to skills shortage areas in the region.

Unfortunately, we are not able to support community or low budget projects that don't offer an accredited professional credit.

What we do cover - any scripted or unscripted commissioned broadcast TV or a feature film with a budget of 2.5 million and over.



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All awards at the discretion of North East Screen

The Application – To speed up your application:

- Answer all the questions clearly and provide as much detail as possible to support your application.
- Make sure all documentation requested is provided.
- Attach an up-to-date CV
- Complete the linked [EDI form](#)
- Provide full details and breakdown of amounts requested and why
- Provide proof of the role/training offered. Official confirmation of the activity (from production company, trainer, etc)
- Evidence of costs requested (e.g. jpeg of train prices, Airbnb receipts/prices even if these are an estimate)
- Ensure you sign and date your application

Assessment

We will assess your application and notify you of the outcome, including issuing an offer letter if successful, within ten working days. If we need more information to assess your application, we will usually contact you and this may mean the ten-day decision-making window will be reset. Please ensure that the contact details which you submit are ones with which we will be able to reach you first time to minimise delay.

Award process

We will inform you of our decision by email. If your application is successful, we will email an offer which outlines the conditions of your award. This **must** be signed and returned as soon as possible and **before** the opportunity begins.

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

- Official confirmation of the activity (from production company, trainer etc), if not already received.
- **TRAVEL & ACCOMMODATION 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.
- An evaluation of the activity for use on North East Screen's website and publications.
- An invoice for the amount agreed.



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All completed paperwork must be received within 10 working days of the conclusion of the activity being supported. If it is not received within that period, your award will be permanently forfeited.

Exclusions:

Costs that do not arise from where an applicant lives and which anyone would have to pay for. For example:

- Attendance or submission fees for festivals
- Travel for less than 40 miles from home base
- Capital purchases of equipment or building work
- Support for activities outside the UK
- 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
- All tolls, parking and fines
- Travel costs away from production base

If you are unsure whether a particular cost is admissible, please contact us goingplaces@northeastscreen.org.

General rules to bear in mind:

We expect applicants to use the most economical travel and accommodation options available, and decisions made are at the discretion of North East Screen, are budget dependant.

Cancelled activities: In the event 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.

If you require any further information, please contact goingplaces@northeastscreen.org.