

First Light Movies

Second Light Application Guidelines

Go to www.firstlightmovies.com to apply. Online applications will be open from **WEDNESDAY 20 MAY**.

Introduction to Second Light

Second Light is a talent development scheme which through production based training, will give 30 talented young people aged 18-to-23, from BME backgrounds, supported opportunities to move into the film industry.

Supported by funding from UK Film Council and Skillset, it is being delivered by First Light (FL) the UK's leading initiative that provides funding and expertise to enable young people to create their own short digital films and media projects. Since launching in 2001, FL has helped more than 19,000 young people make over 900 short digital films and 230 digital media projects with an emphasis on access UK wide, cultural diversity and social inclusion.

FL is also the lead partner managing Mediabox (formerly the Youth Media Fund), a Department for Children, School and Families £8million fund that offers disadvantaged 13-19 year olds living in England the opportunity to develop and produce creative media projects using print, television, film, radio or online platforms.

Aims of Second Light

- To create new ladders of filmmaking opportunities for talented young filmmakers through extended periods of engagement with organisations, to develop creative and technical filmmaking skills.
- To support the UK film industry's efforts to develop an up to date, technically informed and diverse skilled workforce representative of the UK population.
- To broaden knowledge about work opportunities across the film value chain (development, pre-production, production, post-production, exhibition and distribution).
- To provide developmental opportunities for participants to increase their chances of accessing new entrant film training schemes, HE/FE film industry related courses and gaining employment in the film industry.

First Light Movies Ltd

180-182 Fazeley Street Birmingham B5 5SE
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What funding is on offer?

FL will offer funding of up to £70,000 to 3 filmmaking organisations who can devise and support innovative, well conceived and predominantly production based training programmes for 10 young people, from BME backgrounds, over a period of 18 months (starting no later than September 2009 and ending March 2011).

As we are seeking a spread of activity across the UK, it is highly unlikely that we will fund 2 organisations from the same region.

We are expecting a high volume of applications to this fund therefore please ensure that you score strongly against all the criteria listed on pages 5 and 6 before applying.

Eligibility

For your application to be eligible, you must:

- Be committed to and frequently work with young people aged 18-to-23, from BME backgrounds.
- A registered company or charity, or other type of an organisation with a formal legal constitution. Local authorities are also eligible.
- Have a strong track record in delivering filmmaking projects with young people. We are interested in organisations that have previously run a FL or Mediabox project, although this is not essential.
- Be able to identify and potentially recruit 10 young filmmakers, from BME backgrounds. We are particularly keen for you to source filmmakers from previously funded FL or Mediabox projects to give these young people a chance to move on and up in their careers.
- Have a child protection policy.

Note:

- School and colleges are not eligible to apply for the scheme but can be named as partners in an application.
- Sole traders and consortia are not eligible to apply.
- No part of your programme maybe subcontracted to another company or organisation not included in the original application
- Young people who have already been on formal film industry supported film production training schemes will not be eligible.
- Organisations currently in receipt of FL or Mediabox funding will be eligible to apply on this occasion.

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What we are looking for

The 3 successful organisations will each need to recruit 10 young people from BME backgrounds who may have already made a film through a FL or Mediabox funded project. Otherwise, we will consider BME young people who have participated on other high quality filmmaking programmes.

Second Light is split into 2 strands. The first centres on participants working with their respective filmmaking organisations predominantly on productions with no restrictions on themes, format or genres.

We will be looking for engaging and innovative training programmes that will cater to the interests, talents and needs of the young people. Unlike previous FL funding strands, organisations will not be confined to solely making films. For example, you could train and tutor the participants on a specific aspect of filmmaking that they find interesting such as sound, lighting or make up, or find them a placement in that field on another professional film that you maybe involved with. You could encourage the group to make individual short films on a topic and get them to edit the final piece themselves in a team. You have a wide remit of possibilities.

The scheme is about responding to the needs of the young people and therefore it is within the scope of the funding for organisations to support this in whatever way that is feasible. Organisations should view Second Light as an opportunity that is flexible and FL will be seeking well-conceived proposals that can imaginatively meet the brief.

The second strand, funded by Skillset (the sector skills council for the creative media industries), is where FL works alongside the 3 Second Light organisations to offer a programme aimed at developing and nurturing other skills that young people will need, to ensure that they are best equipped to pursue a career in the filmmaking industry.

This will include mentoring, bursaries, masterclasses, work shadowing, events, networking, familiarisation of professional standards and Information, Advice and Guidance (IAG) with Skillset Careers.

Delivery of Films

Organisations will be expected to deliver a minimum of 3 productions that are between 2-10minutes in length by the end of the scheme, March 2011. In common with the other FL schemes, the young people should retain ownership of the film throughout. They should be able to exert their ideas creatively and be technically involved throughout the whole process.

Second Light is aimed at their individual development and the methods you use to produce these films should reflect this. We will expect further activities aimed at stimulating and nurturing the participants' interest in the industry so the production of the films themselves should not form the majority of your application.

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How to apply to become a Second Light delivery organisation

First Light is only seeking **3 organisations** to fund through Second Light. We will select the successful applicants using a two stage application process.

Stage 1 – is a short online form where you outline your track record and indicate how your organisation meets the aims of Second Light, what you are planning to do and how you meet the key criteria of the scheme.

Stage 2 – you are invited to make a full application to the second stage if your Stage 1 application is deemed successful against the criteria outlined below.

Stage 1 Application

You must complete your Stage 1 application **online only**. Print these guidelines and refer to them as you complete your online application form. You can call First Light on 0121 753 4866 if you need help with any aspect of the application process or if you experience technical difficulties with the online form.

The text boxes on the online form have word limits, therefore your answers will need to be concise. You must use the templates for your outline budget and project schedule. **We will not accept any additional information by post, fax or email.**

Deadlines

Stage 1 Application	Guidelines available from Thursday 14th May. Form becomes available online Wednesday 20 May @ 2.00pm	Friday 19 June @ 2.00pm Application Deadline	Applicants notified by Wednesday 1st July, invitation to full application stage
Stage 2 - Full Submission	Friday 7th August @ 2.00pm Application. Deadline. Selected applicants may be invited to an interview. Details will be confirmed when you are invited to apply to Stage 2	Monday 24th August Announcement of 3 successful organisations	Second Light organisations begin programmes of activities Sept 2009 until March 2011

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Technical difficulties

Allow yourself plenty of time to submit your Stage 1 application – do not to leave it until the last minute. On the deadline day the website maybe very busy which may cause technical difficulties. If you do experience problems you **MUST** report them to First Light immediately. Online submissions will close at 2pm prompt on the deadline day and we will not be able to accept applications after this time, so do not leave it until the last minute to complete your online application. **If you leave it late you may not be able to submit your application.**

What are we looking for?

Applicants will be expected to meet **all** the following criteria to be considered a strong candidate:

Criteria 1 – Commitment to Diversity

In this section you will need to demonstrate how your organisation is committed to diversity within the industry.

Criteria 2 – Track Record

Organisations will be expected to have a strong track record of engaging and retaining young people, from BME backgrounds, coupled with a quality experience of film/media production with young people as well as talent development. You will need to explain the experience of both your organisation and personnel in regards to your proposed programme of activities.

You must illustrate how their experience will benefit the project. If applicable, you should draw on your previous FL or Mediabox project and explain how being involved in Second Light will develop your organisation's practice.

FL will be seeking organisations that share, and support, its ambition to enable young people to learn and develop their creative and technical filmmaking skills.

Criteria 3 – Recruitment

This criterion requires an explanation of your recruitment process. We will seek examples of your previous outreach work and agencies that you have worked with. You should address the possibility of young people leaving the scheme prematurely. We will look for strategies that will minimize this and contingency recruitment plans.

Criteria 4 – Activity

This criterion is a chance for you to explain what you will be doing. Remember, we are looking for innovative and engaging proposals. Unlike previous FL funding strands, you are not confined to merely making a film.

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Criteria 5 – Project Management, Planning and Budget

FL is seeking specific types of organisations to be Second Light delivery organisations who have the ability to manage the scheme. They will be expected to have exemplary organisational capacity and this criterion gives you the platform to demonstrate your experience.

Criteria 6 – Partnership Working

Partnership working will play a key role in Second Light. Organisations will need to demonstrate evidence of its track record of successful partnerships, as well as illustrating how they will develop strong future Second Light associated partnerships. FL will also look for a track record of links with talent development initiatives, or new entrant schemes.

How to make your Stage 1 Application - the Application Form

This section takes you through all the questions that we will ask you on the online form. You can cut and paste answers from a Word document, but please remember that in order to keep the Stage 1 applications to a maximum length, there are word limits in the text boxes. You can save your work at any time and return to it later. To do this you need to have made a note of your user name and password to sign back into your application form.

The key criteria are:

- **Your organisation**
- **Meeting the aims of Second Light**
- **The programme of activities**
- **Project management**
- **Recruitment plan**
- **Partnerships**

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The text boxes on the online form have word limits, therefore your answers will need to be concise. You must use the templates for your outline budget and project schedule. **We will not accept any additional information by post, fax or email.**

About your organisation

Firstly, we will ask for your **contact details**, including a named lead contact. This should be the key person involved in the application.

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We expect to be able to reach the main contact at the main address, and at the phone number quoted in the application form during the working day. The main contact must give a landline telephone number. Please let us know if the main contact has any particular communication needs. We intend to use e-mail as our principal means of communication for environmental reasons.

If you are a limited company you **MUST** supply your company registration number. Your company name should be exactly as it appears on your governing documents e.g. First Light Movies Limited.

Where the majority of your project is happening – we need the nearest town or city and the region.

Your organisation

Please provide a brief outline about the work of your organisation. Word limit **250**

Meeting the aims of Second Light

Please outline how your organisation's relevant experience supports the aims of the scheme. Word limit **300**

The Programme of activities

Please provide a **summary** of your programme of activities and explain why it is innovative in its ambition to support and inspire young filmmakers seeking careers in the film industry. Word limit **500**

Project management

Please describe your **track record** of similar work. Word limit **300**

Outline your last two relevant projects and include the project budget, funders and partners. We are looking to see if your organisation has managed projects with a similar budget in the past and have engaged BME young people.

Recruitment plan

How will you recruit BME young people to the project? Word limit **400**

We will assess your recruitment plans to ensure they will access this specific group of young people we are targeting for the scheme.

Partnerships

Please outline relevant partners you have worked with in the past. Describe your current partnerships and any potential ones you will develop. We are looking for relevant, appropriate partnerships that will enhance your programme of activities. Word limit **250**

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Monitoring Form

Please provide **monitoring** data using the forms below about the young people you expect to work with along with their age, category of disadvantage (if applicable) and ethnicity. We understand that this may change once the young people have been recruited, but we need to ensure that your anticipated participants meet our criteria.

In addition to specifically supporting BME young people, Second Light is also committed to address other areas of diversity including social disadvantage, gender and disability.

Please indicate the gender split of the young people:

Male Female

We shall expect an equal gender split in terms of participants recruited to your programme

If you intend work with disabled participants please indicate how many .

How many young people will there be from each of these age categories?

18 19 20 21 22 23

Ethnicity: please indicate how many young people will be from the following ethnic backgrounds
This breakdown of ethnicity has been taken from the Commission for Racial Equality's, 'Guide to ethnic groups in Britain'

Black	No.	Black	No.
Black British, Black English		African	
Caribbean		Any other black background (specify)	
Mixed background	No.	Mixed background	No.
White and Black Caribbean		White and Asian	
White and Black African		Any other mixed background (specify)	
Asian	No.	Asian	No.
Asian British, Asian English		Bangladeshi	
Indian		Any other Asian background (specify)	
Pakistani			
Chinese	No.	Chinese	No.
Chinese		Any other Chinese background (specify)	
Any other background	No.	Any other background	No.
Gypsy or Traveller		Any other background (specify)	

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What do we mean by disadvantage?

First Light does not have a single, fixed definition of disadvantage. Our suggested disadvantaged categories are:

- Young people excluded or at risk of exclusion from mainstream education
- Young people not in education, training or employment (NEET)
- Young people with disabilities or mental health issues
- Young parents
- Young carers
- Young people within the youth justice system
- Young asylum seekers or refugees
- Looked after young people and care leavers
- Young people from areas defined by the Government's indices of deprivation as economically disadvantaged (more info:
<http://www.communities.gov.uk/communities/neighbourhoodrenewal/deprivation/deprivation07>)

Disadvantage categories: Please indicate the number of young people from each focus category involved.			
Disadvantage definition	Number	Disadvantage definition	Number
At risk of exclusion or who are excluded from formal education		Young people who are in care or are care leavers	
Young offender or often in trouble with the Police		Young people with refugee or asylum seeker status	
Young people who are not in education, employment or training		Young people with a disability	
Young people who care for a family member at home		Young people who are homeless	
Young people from areas defined by the Government's indices of deprivation as economically disadvantaged		Young parents	
Young people with physical or mental disabilities		Other – please specify	

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How much are you applying for over the whole period? (Round the figure up to the nearest £1).
No part of the funding can be used to purchase capital items such as equipment.

If you are invited to Stage 2, we will look for a realistic budget that fits with your plans and programme of activities that includes all relevant costs and offers good value for money. FL will not be able to support work that has already taken place or any costs associated with preparing your application.

First Light is committed to the principle of **full cost recovery** as we understand that it could contribute to the sustainability of the sector. Full cost recovery means securing funding for or ‘recovering’ all your organisation’s costs, including the direct costs of your project and your overheads. The full cost of your Second Light project will therefore be the costs directly relating to the project, plus the project’s share of your overheads. More information can be found on

<http://www.fullcostrecovery.org.uk/main/index.php?content=home>

Overheads - can include: fixed office costs – rent, rates, utilities, administration costs – photocopying, phone, internet, stationery, postage and staffing costs - specifically the time spent working on the project by salaried or contracted staff. For example, if your organisation has a part-time project manager who will co-ordinate Second Light activities for 2 days a week (or equivalent), you can include these costs in your budget. Any staff taken on specifically to deliver the project cannot be counted in your overhead costs.

Please state the annual **income** of your organisation from your latest set of annual accounts (in the box provided).

Are you providing any **match funding** for the project? Either in-kind or in cash will be an advantage. Please list the source, amount and whether it is cash or in-kind (in the template provided). You cannot use match funding – either in-kind or in cash from Mediabox or other First Light funding or that from any of the Mediabox consortium members (Media Trust, UK Film Council and Skillset). Therefore RIFE (Regional Investment Fund for England) monies from respective regional screen agencies, which are centrally distributed from UK Film Council, will not be eligible.

Source of Match Funding	Amount in cash	Secured?	Amount in-kind	Secured?
		Y/N		Y/N
		Y/N		Y/N
		Y/N		Y/N
		Y/N		Y/N

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Please state your **anticipated start date** DD/MM/YYYY
(This must be after the announcement date of 24 August)

Please state your **anticipated end date** DD/MM/YYYY
(This must be before March 2011)

Submitting your Stage 1 application

Once you have completed all the questions online, you should hit 'Submit'. A completeness check will happen automatically and you will be notified if there is a problem with your application.

If the application is complete, hitting 'Submit' sends your Stage 1 application to First Light. You will receive a confirmation email to say we have received the application to the email address you used to register as a user on the First Light website. The confirmation email will give you your unique reference number, outline what will happen next and let you know when you will receive a decision from First Light as to whether you will be invited to submit a full application to Stage 2.

If your Stage 1 application is successful

There are guidelines to enable you to develop a full proposal based on this Stage 1 application. You will be required to provide a lot more detail at the next stage along with evidence of any match funding (if applicable), your governing documents, your last set of audited accounts and examples of previous work. You can access support to develop your Stage 2 application from your Regional Screen Agency.

If we decline your Stage 1 application

We will provide feedback in your decision letter on why your application was not selected to go forward to the next phase. The feedback will let you know under which criteria we are declining your application.

If we decline your Stage 2 application

If your Stage 2 application is declined we will provide feedback in your decision letter on why your application was not successful.

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