

Ignition Random Acts Networks Centre FUSE FIRST ACTS Short Film Scheme 2017 – Call 1 Guidelines

**Application Deadline:
5pm, Monday 24th April 2017**

**Open to Organisations supporting young people
Aged 16-24 in South East England**

These guidelines are to help you make a successful application for the **Ignition Random Acts 2017 First Acts** Short Film scheme. The information below outlines the management and partnership structure across the region that is here to help you succeed. It also outlines the best way to approach your application and explains what happens next if you are shortlisted and go on to be awarded an Ignition Network Random Acts Production Partner **FUSE** First Acts Short Film Commission.

Screen South is lead partner of the Ignition Random Acts Network Centre, group of regional digital film, cultural and educational organisations. We are working with **Fly Film** to deliver this exciting opportunity across the South East region for the Arts Council England and Channel 4 Random Acts series. Over the next 2 years we will be commissioning 24 short films and this call is for **6 FUSE First Acts Short Films** of between 90 seconds and 3 minutes excluding credits. We are also supporting training, development, creativity, production broadcast opportunities with the Random Acts series

We are seeking short films with an original innovative idea. You can be challenging and bold in your approach or single minded and evocative. We are looking for films that surprise us or are thought provoking and engaging. We want to hear new voices and see visual story telling that is exciting and memorable. **We are not looking for documentaries; the focus is on poetic and creative responses.** Random Acts offer a broad canvas and it is entirely up to you what you choose to focus on. Have a look at the Random Acts Website for inspiration and try and come up with new ideas that are not necessarily being presented yet. www.randomacts.channel4.com/.

1. About Screen South and the Ignition Network Partners

- 1.1. Screen South will manage the overall scheme with support from the Ignition Network. All Random Acts Network Centre short films will be Executive Produced by Fly Film.
- 1.2. The Ignition Network founding partners include, **Screen South, Film Oxford, Resource Productions, Signal Media Arts Centre, Cambridge Film Consortium, and Culture Works East, South East Dance, University of the Creative Arts and Herts University.** Together they have created a supportive umbrella partnership focused on nurturing young creative talent with many cultural and educational organisations across the region including: The Turner Contemporary, The Gulbenkian, Creative Foundation, Strange Cargo, Oska Bright, Modern Art Oxford, Dancin Oxford, OVADA, Oxford Contemporary Music, Ashmolean Museum, Pegasus Theatre, ASPIRE Oxford Museums Oxford, Wysing Arts Centre, RIFCO Arts, Epic Norwich, Cinemaplus Norwich, Dance East, Firstsite, Anglia

Ruskin University, Elstree University Technology College, Pinewood, Maidstone Studios, Molinare, Artsworld, ROH Bridge, Norwich & Norfolk Bridge, UTC, Amersham and Bucks College Next Gen Skills Academy, Creative Academy Slough, Greenshoot and Kent County Council.

1.3. The Ignition Network aims to enable local pathways and support for young people in all areas of the region to develop skills, experience and potential career pathways across the digital creative sector. We advise you to engage with these organisations in your area as they will be able to support and guide you.

2. Ignition Random Acts Network Centre FUSE First Acts Short Film opportunity

- 2.1. In 2017 Screen South will commission **6 Random Acts FUSE First Acts Short Films** between 90 seconds and 3 minutes with a **budget of up to £4000, which includes - £2810 cash, £1000 paid directly by Screen South for Online Post Production at Molinare & £190 paid to Screen South for Production Insurance Cover.**
- 2.2. Each of the 6 films must be delivered to broadcast standard and each will be delivered to Channel 4 for consideration for inclusion in the Random Acts TV and Online short form arts strand. Organisations may apply to make more than 1 film. We expect to commission 2 or 3 organisations for this strand and welcome partnership submissions.
- 2.3. We are looking for experienced organisations that have an excellent track record of supporting young creative talent to develop strong creative ideas drawn from diverse art forms: from dance to visual arts, animation to poetry, spoken word and visual effects to video arts to create stunning new short films.
- 2.4. We are seeking organisations that are planning creative workshop schemes with young people between May and October 2017 which have the opportunity to have a film strand running through them. You should be working with young people who are taking the creative lead and have the potential to make great films showing innovative bold ideas with a focus on their creative vision.
- 2.5. Applicants for **FUSE** do not have to have a full schedule in place to apply by the current deadline and can talk to us about a delay in delivery if access considerations need to be taken into account.
- 2.6. You must also have a filmmaking professional with broadcast experience involved who has the ability to provide guidance and support to deliver high end broadcast quality short films as part of your project. If all this can apply to your project then **FUSE** is the right opportunity for you.
- 2.7. We are initially asking interested organisation to submit an application form by **Monday 24th April 2017 at 5pm** outlining the following:
 - Overview of Workshop idea.
 - Dates of scheme.
 - Approach to working with young people and how they will get the best films from the process.
 - Recruitment process reflecting any particular target group
 - Key partners and personnel.
 - Current funding for all elements of the workshops.
 - Summary cost and other partnership funding.



- 2.8. Your application must clearly show how the framework for your workshop idea will include plans for delivering the **Ignition Random Acts FUSE First Acts Short Films 2017**. This framework must be well defined and clearly show how you will develop, plan, produce and deliver the short film to the required C4 Broadcast standard. You should also indicate who will be the filmmaking professional who will lead on producing the films.
- 2.9. We will then shortlist organisations that look like they have viable projects to submit full applications.
- 2.10. The 6 films selected will be overseen by the Ignition Network Random Acts Network Centre Executive Producer and Ignition Network Production Manager.
- 2.11. All applications must be made in partnership with a capable Producer and company/organisation who will be responsible for managing the contracting, the production and post production logistics, delivering the film on budget and schedule, managing the production budget and the accounts and reporting to Screen South and the Executive Producer. Please contact Screen South for advice on this if you need it.

3. What kind of films are we looking for? Bold Expression of Creativity...

- 3.1. The scheme works well for organisations that are running workshop schemes, which allow young people to develop strong creative ideas, and have a dedication to their craft and the drive to create and deliver their original film production to broadcast standard.
- 3.2. You will need to have a clear focus on what it is you want to do; you may have a creative scheme that encompasses work with choreography, visual art, poetry, animation or music which allows you to make films that encompasses other art forms on camera.
- 3.3. You must be working towards young people having fully developed concepts and ideas that they want to realise on screen. The finished films can be between 90 seconds and 3 minutes long and will need to be of a high quality suitable for broadcast on Channel 4.

4. Who can apply?

- Organisations based in the South East region and are working with young people aged between 16 – 24years.
 - Young people involved with the scheme must be a resident, work or attend a university or college in the Arts Council South East region which covers; Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, East Sussex, West Sussex, Essex, Hertfordshire, Kent, Norfolk, Oxfordshire, Suffolk, and Surrey.
- 4.1. The Ignition Network has a strong commitment to supporting work from groups that are currently underrepresented on screen, and particularly welcome applications from those with a black, minority or ethnic background and people with a disability.
- 4.2. We will be looking for all applications to demonstrate a clear framework for their work and how they will support young people to deliver their creative vision. The production process may be very demanding on young people. You will be required to show how you will support them throughout, the process. If you are successful, the production schedule will be between **May and October 2017** and will be agreed with the successful applicant, Screen South and the Executive Producer.



5. Channel 4 Compliance

5.1. It's very important to remember that all films will need to meet Channel 4 broadcast standards and compliance regulations. Further information on the standards expected can be found here:

<http://www.channel4.com/info/commissioning/production-information/documents-resources-and-websites> .

5.2. The Producers Handbook contains Channel 4's compliance requirements:

<http://www.channel4.com/producers-handbook>

5.3. Please also read the **FUSE** First Acts Short Film Terms and Conditions found at:

www.screensouth.org

6. Application and Supplementary Materials Checklist

6.1. Random Acts **FUSE** First Acts Short Film applications should be submitted electronically via the online Jot Form, available at <https://form.jotformpro.com/70732838234963>

6.2. If you are selected to submit a full application, you will be asked to submit a production plan for the short films that will be made as part of your workshop scheme which will include:

- Script or written concept outline.
- One page of notes on the director's vision for the film.
- CVs of Key people.
- Production Schedule – outlining the timeline for production.
- Summary budget of the film (Please see guidance notes below).
- Links to films or creative work by the director has made
- Links to other visual material demonstrating style of the film.
- If you need to send DVD or other hard copy material, please send to the Screen South offices with a hard copy of your application form.
- You must provide Proof of address and Age for the director.

Electronic Submission – please give documents clear film names when you attaching them, i.e. your name and description documents and please ensure you give clear passwords for an URL links to other work that you submit.

6.3. Please send additional material to: The Ignition Network at Screen South

7. Budget guidance

7.1. The amount you are awarded for the **FUSE First Acts Short Film 2017** commission will need to cover the following:

- All production costs.
- All editing including conform costs.
- The cost of clearing all rights in the film worldwide in all media in perpetuity.
- Professional cast members to be paid at least the equivalent of the minimums set out in the PACT/Equity agreement.
- Screen South are negotiating a blanket deal for the costs of your delivery materials, the grade, online and sound mix and creation of deliverables and compliance checks as well as Insurance. This price will be confirmed and discussed with shortlisted



candidates and will be paid directly by Screen South so will be deducted from awarded budget in line with your commissioning agreement.

7.2. The Budgets at this point will be used as discussion points for the film and if selected, filmmakers will work with Screen South and the Executive Producers to approve necessary cost implications of the production and post production.

8. IMPORTANT DATES AND TIMELINE

FUSE	6 Films	KEY DATES
Deadline		24th April 2017
Shortlist Selected	You will be told today if you have been selected for Interview.	5th May
Interviews	Interview Location TBC	8th May
Final Applicants Notified		9th May
Development & Training Workshop		18th, 19th & 20th May
	DATES FOR THE FOLLOWING ELEMENTS CAN BE AGREED IN LINE WITH THE APPLICANTS PROPOSED FUSE PROGRAMME AND WILL BE DISCUSSED AT INTERVIEW STAGE	
Creative & Development Workshops		
Production Partners deadline for Submissions for Selection		
Pre Production		
Shoot	If you are doing a live shoot you would be expected to schedule across 1 to 3 days. If you are submitting animation or a project that requires a longer timeframe	
Edit, 1 st Cut , 2 nd Cut, Sound Design Sign off	You will be expected to have edited your film and have had your 1 st , 2 nd Cuts and Sound Design approved and signed off by the Exec Producers & Jo Nolan during this time.	
Final sign off & Conform	Once you have received final sign off by the Exec Producers & Jo Nolan you will be free to make the deliverables required for Molinare. A breakdown of what will be required will be issued during training and you will be supported throughout to enable a smooth transition.	
Teams Deliver to Molinare	Delivery must be made by hand to Molinare Hoxton, London.	6th September
Post with Molinare	During the post sessions at Molinare you will undertake an Online, Grade and Sound Mix and ensure that your film is broadcast compliant. Directors & Producers must attend all sessions, while DOP's / Sound Designers & Editors, where relevant must attend their craft session.	TBC
Molinare to Deliver to Screen South	Once Screen South has received all of the final films they will produce h264 version for viewing and BITC versions for each team, where relevant so that the teams can produce Music Cue Sheets and Timecoded transcripts as part of their deliverables.	23rd October
Delivery to Channel 4 &	Screen South will deliver your film to the Arts Council &	TBC



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channel and will advise as to next steps for promotion and distribution.

9. SELECTION CRITERIA

9.1. The Selection Panel will be appointed by the Screen South to assess the shortlisted applicants.

9.2. Panellists will assess each entry against the following criteria:

- An excellent creative idea.
- Potential for excellent craft and technical execution.
- Does the idea leave a lasting impact?
- Is the overall impact of the piece powerful and/or engaging?
- Can the film be delivered on time and within budget?
- The idea reflects the Random Acts themes.

9.3. Applications will be assessed with the following weighting

- Artistic quality and creativity – 60%
- Ability to deliver – 30%
- Application/portfolio – 10%

WHAT HAPPENS NEXT FOR SUCCESSFUL APPLICANTS

10. Commissioning the Random Acts FLARE Short Films

- 10.1. Screen South will contractually commission the successful films to be produced and carry out compliance checks in line with our child protection policy and financial regulations.
- 10.2. The supporting company or organisation and filmmakers will enter into a contractual agreement for the production of their films with Screen South.
- 10.3. All short films will to be overseen by the Ignition Executive Producers with support from the Ignition Production Manager.
- 10.4. The successful organisation will work with the Ignition Executive Producer and Production Manager to ensure that proposed production plans, cast, crew, schedules, budgets and cash flow are in line with their creative vision and the filmmakers production monitoring and reports are effective and timely. They will also ensure that the teams are accessing the best possible creative and technical production options available.
- 10.5. The Executive Producers will have approval over all elements of the film production and the films will not be greenlit for production without their written approval. Producers must provide the Ignition Production Manager with copies of the revised script, production budget, production schedule and cash flow schedule for the film ahead of commencing and production and receiving any finance.

11. Cash Flow of Award

- 11.1. The Executive Producer will sign off all elements of the commission award directly relating to the production of the films. Screen South will only issue payments on written approval of the Executive Producer on the following schedule:

Payment for commissioned films will be made in 3 phases:



The **Commission Award of £4000**, £2,810 the element paid directly to Production Partners will be made in 4 phases

- After Stage 1 Approval £810 (£1000 minus £190 for Production Insurance)
- After Stage 2 Approval £1,000
- After Stage 3 Approval £500
- After Stage 4 Approval £500

- POST £1,000
This will be paid directly to the post house to cover final post and delivery

Production Partners Fee

Production Partners will receive one Fee for **Mentoring and Management of £750** paid directly

- £525 on signature of the Stage 1 Approval
- £225 on delivery of the **Film**, final cost statement and evidence of payment of invoices etc

12. Training

12.1. Each Organisation selected to make a **FUSE First Acts** Short Film will take part in specific training in the relevant areas required for support the production of the film. This will include a specific bespoke training as required.

13. Development and Production sign off

13.1. Each Organisation will continue to develop their proposals to final production stage. The Executive Producer will have approval over the final production plan for each film and will provide feedback and advice following selection. During this development period the Organisation and young filmmakers will confirm key personnel and crew, cast (if appropriate), contributors, budget, cash flow and production schedule which will be agreed and signed off by the Executive Producer.

14. Pre Production.

14.1. The successful filmmakers will work with the Ignition Executive Producer and Production Manager to ensure that proposed production plans, cast, crew, schedules, budgets and cash flow are in line with their creative vision and the filmmakers production monitoring and reports are effective and timely. They will also ensure that the filmmakers are accessing the best possible creative and technical production options available.

14.2. The Executive Producers will have approval over all elements of the film production and the films will not be greenlit for production without their written approval. Producers must provide the Ignition Production Manager with copies of the revised script/production plans, production budget, production schedule and cash flow schedule for the film ahead of commencing and production and receiving any finance.

15. Production & Offline edit

15.1. Films must be produced and post-produced on HD format, and a conformed edit must be delivered at the appointed deadline date.



15.2. Ignition Network Executive Producers and Screen South representatives will have access to the sets and locations of each film and to attend any stage of pre-production, production and post-production.

16. Post-Production Online and Delivery

16.1. Organisations and Filmmakers will appoint their own offline editor in agreement with the Executive Producer. The conformed edit must be delivered to the appointed Post House by the agreed deadline date. The budgets for each film will need to include all travel for the producer and at least 1 young filmmaker for the Grade, Sound Mix and Online and Compliance checks in London.

17. Rights and IP

17.1. Underlying rights for the film production will remain with the Organisation and filmmakers. However as part of the terms and conditions for financing your film, all rights including copyright and the right to distribute, will need to be assigned to Screen South before production begins. Those rights will be held by Screen South to ensure they can assign required broadcast licensing rights to Channel 4 for Random Acts Broadcast. All filmmakers participating in this scheme will be required to sign standard clearance agreements for the Random Acts **FUSE First Acts Short Film 2017** scheme which will be provided by Screen South prior to production. Failure to enter into these agreements could mean that any offer of funding is withdrawn.

18. Music

18.1. As music is often costly and/or difficult to clear, the Ignition Network Random Acts Centre has set a rule that only music commissioned for the film or pre-cleared 'library' music can be used. The template music commissioning agreement, supplied by Ignition Network, is to be used when commissioning a composer/musician for your film. It gives you the rights you need to include the music on the soundtrack for the film and to exploit the film, but the rights to the music remain with the composer/musician. You must have a music commissioning agreement fully executed before you incorporate the music onto the soundtrack for the film.

18.2. You can also use pre-recorded music on the film, only provided it is pre-clearable 'library' music and you obtain the right to include the music on the film and "to exploit the film worldwide in all media (including internet) in perpetuity". The license will be issued by the MCPS or other library. You must ensure it covers the above and is fully executed before you begin principal photography.

19. VAT

19.1 This Award is part of an Arts Council Grant Award and is not consideration for any taxable supply for VAT purposes. The Production Partner acknowledges that the Screen South's obligation does not extend to paying any amounts in respect of VAT in addition to the Award.

19.2 If the Production Partner is registered for VAT, or subsequently becomes liable to register for VAT, it must keep proper and up to date records and it must make those records available and give copies to the Arts Council when requested.

19.3 If the grant includes any or all of the VAT costs associated with the Agreed Scheme and the Production Partners subsequently recovers any VAT, it must



pay back immediately any of the VAT that has been paid for with the grant.

The Ignition Random Acts Network Team

The **FUSE First Acts Short Film** Scheme will be managed by Screen South and Executive Produced by Fly Film. The role of this team will be to ensure that organisations and filmmakers get the best possible guidance and advice throughout the **FUSE** process. You can also get support, advice and guidance from Ignition Network Partners in particular the partners listed below:

Screen South Ignition Project Producer	Jo Nolan
Ignition Fly Film Executive Producers:	Lisa Marie Russo, Kate Ogborn,
Screen South Ignition Production Manager:	Nina Somers
Screen South Project Support:	Barbara Welch

Ignition Advice and Guidance Partners:

The full list of current Ignition Network Partners is listed above and you may contact any of them regarding working in collaboration. However the partners listed below have direct contact with partners and are happy to broker introductions and give advice and guidance

Screen South	www.screensouth.org
Film Oxford:	www.filmoxford.org
Resource Productions:	http://resource-productions.co.uk/
Signal Media Arts Centre:	www.signals.org.uk
Cambridge Film Consortium:	http://cambridgeshirefilmconsortium.org/
Culture Works East:	www.cultureworkseast.co.uk
South East Dance:	www.southeastdance.org.uk
University of the Creative Arts	www.ucreative.ac.uk
Herts University:	www.herts.ac.uk

APPLICATION DEADLINE: 5PM Monday 24th April 2017

**Ignition Network
Screen South
The Wedge,
75 – 81 Tontine Street,
Folkestone,
Kent,
CT20 1JR**

The online applications can be found at: <https://form.jotformpro.com/70732838234963>

NB Incomplete or late applications will be considered ineligible and will NOT be accepted.

For any further enquiries about your application please contact Nina Somers:

Email: ignitionnetwork@screensouth.org
Telephone: **01303 259777**