

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

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

These guidelines are to help you make a successful application for the Ignition Random Acts Network Centre call for the **SPARK FIRST ACTS Short Film Scheme 2017**. 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 Network Centre **SPARK FIRST ACTS Short Film Scheme 2017**.

Screen South is lead partner of the Ignition Random Acts Network Centre, a group of regional digital film, cultural and educational organisations and we are working with Fly Film as Executive Producers to deliver this exciting new opportunity across the South East region for Arts Council England in association with Channel 4's Random Acts series. Over the next year we will be commissioning 24 short films and this call is for 12 films. We are supporting training, development, creativity and production and broadcast opportunities for the Short Form strand, Ignition Random Acts.

### 1. About Screen South and the Ignition Network Partners

- 1.1. Screen South will manage the overall programme and all Ignition Network Random Acts 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, 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, Molinaire, Artswork, 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 SPARK Short Film opportunity

- 2.1. We will commission 12 Random Acts **SPARK First Acts** Short Films of 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 & £180 paid by Screen South for Production Insurance Cover**. The ignition network will assist all of the successful filmmakers to deliver to broadcast standard and provide relevant training and guidance in how to deliver the appropriate broadcast standard delivery to Channel 4 for consideration for inclusion into the Random Acts / First Acts TV and Online short form daily arts strand.
- 2.2. We are looking for young creative talent with strong 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. If you are a young artist or filmmaker with great film ideas which are innovative and bold with a key focus on creative vision then **SPARK FIRST ACTS Short Film Scheme 2017** is the right opportunity for you.



- 2.3. The **SPARK First Acts** short film idea will be developed on submission with an organisation who can work alongside the filmmaker to ensure they maximise on this opportunity.
- 2.4. Up to 20 shortlisted projects will take part in a 45 minute interview panel which will be held on the **10th - 12th May 2017**. This panel will be a chance for you to bring your project of the page and have a discussion with us about your film and people you would like to work with.
- 2.5. The 12 films selected will be overseen by the Ignition Network Random Acts Network Centre Executive Producer and Network Production Manager with Screen South.
- 2.6. Each successful production must have a capable Producer attached and a company or organisation who will act as the accountable body for the funding. If you are a film maker and you don't currently have access to a supporting producer or organisation, please contact Screen South or a member of the Ignition Network founding partners who will endeavour to put you in touch with someone to support and aid you with your application. **The grant for each Production Partner towards supporting the films is £750**
- 2.7. The final 12 teams will be required to attend two compulsory training days in London over the **25<sup>th</sup>, 26<sup>th</sup> & 27<sup>th</sup> May, location TBA.**

### 3. What kind of films are we looking for?

- 3.1. We're looking for young people who have strong creative ideas, dedication to their craft and the drive to create and deliver their original film production. You will need to have a clear focus on what it is you want to do; you may have a script, storyboard, artwork, choreography or original art, poetry or music that you want to use. You must have concepts and ideas that you want to realise on screen that can be made over the production period. (See Schedule below) 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 (within Parental Guidance classification).
- 3.2. 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. 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/](http://www.randomacts.channel4.com/)

### 4. Who can apply?

- Young Filmmakers or Artists with short film scripts or fully developed concepts.
  - Applicants must be aged **16 - 24 on application**.
  - Applicants must be a resident, work or attend a university, college or school 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. All applications must be supported by a production company or cultural 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.
  - 4.2. 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.
  - 4.3. We will be looking for all applications to demonstrate a clear vision for their work. The production process will be very demanding. You will be supported throughout, but you need to be prepared to commit time and energy to producing your work. If you are commissioned, the full production schedule will be between **May and October 2016** and will mean working to tight delivery deadlines.



## 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 **SPARK FIRST ACTS Short Film Scheme 2017** Terms and Conditions found at: [www.screensouth.org](http://www.screensouth.org)

## 6. Sending Application and Supplementary Materials Checklist

- 6.1. The Ignition Random Acts **SPARK FIRST ACTS** Short Film applications should be submitted electronically via the online application Jot Form, available at: <https://form.jotformpro.com/70724665661966>
- 6.2. You may submit your application by video if it's easier for access reasons. If you choose to do this, please provide an online URL link for your video application. All video applications must answer every question in the online application form and also provide further information as requested in the form. Applications can be emailed to [ignitionnetwork@screensouth.org](mailto:ignitionnetwork@screensouth.org)
- 6.3. You will be asked to submit a production plan which will include:
  - Script or written concept outline.
  - One page of notes on your vision for the film.
  - CVs of Key people.
  - Production Schedule – outlining your timeline for production.
  - Summary budget of the film (Please see guidance notes below).
  - Cash Flow
  - Links to films or creative work that you have made.
  - Possible Links to other visual material demonstrating style of the film.
  - Links to the work of your proposed collaborators and Heads of Department.
  - If you need to send a 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.

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

6.4. Please send additional material to: The Ignition Network at Screen South at the address below

6.5. All Applications will be assessed by the assessment panel

6.6. Up to 20 of the shortlisted applicants will be invited to interview panel over the **10<sup>th</sup> – 12<sup>th</sup> May 2017**

## 7. Budget guidance

- 7.1. The amount you are awarded 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.



7.2. The Budgets submitted on application 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

<b>SPARK Call 1</b>	<b>8 Films</b>	<b>KEY DATES</b>
<b>Deadline</b>		<b>24<sup>th</sup> April 2017</b>
Shortlist Selected	You will be told today if you have been selected for Interview.	<b>8<sup>th</sup> May</b>
Interviews	Interview Location TBC	<b>10<sup>th</sup>, 11<sup>th</sup> &amp; 12<sup>th</sup> May</b>
Final Applicants Notified		<b>15<sup>th</sup> May</b>
Development & Training Workshop	Selected filmmakers must attend both days	<b>25<sup>th</sup>, 26<sup>th</sup> &amp; 27<sup>th</sup> May</b>
Pre Production	Preparing to shoot your film and agreeing all elements with the Executive Producers	<b>22<sup>nd</sup> May</b>
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 we are able to discuss an alternative schedule with you during interviews or flagged in your submission.	<b>26<sup>th</sup> June</b>
Edit, 1 <sup>st</sup> Cut , 2 <sup>nd</sup> Cut, Sound Design Sign off	You will be expected to have edited your film and have had your 1 <sup>st</sup> , 2 <sup>nd</sup> Cuts and Sound Design approved and signed off by the Exec Producers & Jo Nolan during this time.	<b>31<sup>st</sup> July – 1<sup>st</sup> September</b>
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.	<b>4<sup>th</sup> &amp; 5<sup>th</sup> September</b>
Teams Deliver to Molinare	Delivery must be made by hand to Molinare Hoxton, London.	<b>6<sup>th</sup> September</b>
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.	<b>TBC</b>
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.	<b>23<sup>rd</sup> October</b>
Delivery to Channel 4 & ACE	Screen South will deliver your film to the Arts Council & channel and will advise as to next steps for promotion and distribution.	<b>TBC</b>



Screen South reserves the right to amend these dates.

## 9. SELECTION CRITERIA

- 9.1. Screen South will convene a Selection Panel to select a shortlist of up to 20 applications to be considered for final selection.
- 9.2. The Selection Panel will be appointed by Screen South to assess the shortlisted applicants.
- 9.3. 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.
- 9.4. 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 Ignition Random Acts SPARK 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 filmmakers and supporting company or organisation will work with the Ignition Executive Producer and Ignition 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 commencement 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:
- 11.2. £2810 - Payment for commissioned films will be made in 4 phases:
- **Payment 1 (£810)** on delivery of all required submissions for Pre Production approval sign off.
  - **Payment 2 (£1000)** on presentation of First Cut and submission of receipts and evidence of spend Payment 1.



- **Payment 3 (£500)** delivery of final film and production paperwork with submission of all receipts and evidence of spend for Payment 3
- **Payment 4 (£500)** delivery of all and any outstanding production paperwork with submission of all receipts and evidence of spend for Payment 3 and evidence of payment by the Production Partner involved.
- £1000 – Payment to Molinare for Online Post Production, this will be paid directly to Molinare by Screen South

11.3 Payment of the Management and Mentoring award will be made in 2 phases:

- £525 on signing the Commissioning Agreement.
- £225 on delivery of the final cost report.

## 12. Training

12.1. Each Filmmaker and their producer selected to make an Ignition Random Acts **SPARK FIRST ACTS Short Film** will take part in specific training in the relevant areas required for support of the production of their film. This will include short courses and specific bespoke training as required. This training is mandatory for selected filmmakers and HOD's; initial sessions will take place on two days over the **25<sup>th</sup>, 26<sup>th</sup> & 27<sup>th</sup> May 2017**.

## 13. Development and Production sign off

13.1. Each project team will continue to develop their proposals to final script stage. The Executive Producer will have approval over the final script for each film and will provide feedback and advice following selection. During this development period the Filmmaker, producer and organisation 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. During this time teams will be allocated their Mentor.

## 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 teams 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 green lit for production without their written approval. Producers must provide the Ignition Production Manager with but not limited to 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.

## 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. 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 **6th September 2017**. The budgets for each film will need to include all travel for the Producer, Director and relevant HOD's for the Grade, Sound Mix, Online and Compliance checks in London.

## 17. Rights and IP

- 17.1. Underlying rights for the film production will remain with the 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 programme will be required to sign standard clearance agreements for the Random Acts **SPARK FIRST ACTS Short Film Scheme 2017** 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 Programme 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 **SPARK FIRST ACTS Short Film Scheme 2017** will be managed by Screen South and Executive Produced by Fly Film. The role of this team will be to ensure that filmmakers get the best possible guidance and advice throughout the **SPARK FIRST ACTS Short Film** process. You can also get support, advice and guidance from Ignition Network Partners in particular the partners listed below:

Screen South Ignition Producer  
Fly Film Ignition Executive Producers:  
Screen South Ignition Production Manager:  
Screen South Project Support

Jo Nolan  
Lisa Marie Russo, Kate Ogborn, Fly Film  
Nina Somers  
Barbara Welch & Stephanie Adamou



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

**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/70724665661966>

**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](mailto:ignitionnetwork@screensouth.org)

Telephone: **01303 259777**