

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

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

The Ignition Random Acts Network Centre 2017 Short film programme is created by Arts Council England in association with Channel 4, Random Acts. The Short Film Scheme is managed by Screen South and Exec Produced by Fly Films. By submitting an application the applicants agree to comply with the terms and conditions outlined here. You must read the **SPARK FIRST ACTS Short Film Scheme 2017** Guidelines before applying.

The Ignition Network Random Acts **SPARK FIRST ACTS Short Film Scheme 2017** is open to all young people aged between 16 -24 who are resident in the Arts Council South East region.

### 1. Random Acts SPARK

- 1.1. The Ignition Random Acts **SPARK FIRST ACTS Short Film Scheme 2017** is an opportunity to present a short film idea which has bold, fresh and vibrant creative vision.
- 1.2. The Commissioners will be looking for a range of young creative talent with strong ideas drawn from diverse art forms: from dance to visual arts, animation to poetry, documentary to drama and visual effects to video arts in order to create stunning new short films.
- 1.3. The completed films can be up to 3 minutes long excluding credits, shot in HD and will need to be of a high quality broadcast, technical and creative standard.

### 2. THE MANDATORY REQUIREMENTS ARE:

- 2.1. The selected filmmakers will be commissioned by Screen South, in partnership with the Ignition Random Acts Network Centre and supported by the Arts Council England to produce a film that is entirely original in content. The proposed film must be at least 90 seconds and no longer than 3 minutes long excluding credits.
- 2.2. The commissioned Filmmakers must be available between **May 2017 and October 2017** to make the film. All the films commissioned for the Ignition Random Acts **SPARK FIRST ACTS Short Film Scheme 2017** must be completed and delivered by **6<sup>th</sup> September 2017**, please note that the three post production sessions at Molinare will also require attendance, date TBC.
- 2.3. Applicants to Ignition Random Acts **SPARK FIRST ACTS Short Film Scheme 2017** must be aged between 16 - 24 on application and they must be a resident 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.**
- 2.4. You must provide proof of address and proof of age for the young person who is making the application.
- 2.5. All applications must be made in partnership with a capable Producer and company/organisation who will be responsible to Screen South for; managing 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.

- 2.6. You must provide full contact details of the supporting company/organisation and lead contact of the Production Partner
- 2.7. Applicants submitting a filmed application for access purposes must answer all questions in the application form and submit a written copy of their personal details, including a signed copy of the Terms and Conditions.
- 2.8. All applicants must abide by all the rules set out in the terms and conditions regarding all areas and in particular regarding rights, clearances, legal and technical compliance.

### 3. DEADLINES – please see guidelines for full list of key dates

| SPARK Call 1                        | KEY DATES   |
|-------------------------------------|---|
| <b>Deadline</b>                     | <b>24<sup>th</sup> April 2017</b>                                 |
| Shortlist Selected                  | <b>8<sup>th</sup> May</b>   |
| Interviews                          | <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     | <b>25<sup>th</sup>, 26<sup>th</sup> &amp; 27<sup>th</sup> May</b> |
| Pre Production                      | <b>22<sup>nd</sup> May</b>  |
| Shoot                               | <b>26<sup>th</sup> June</b>                                       |
| Edit & Sign off cuts                | <b>31<sup>st</sup> July – 1<sup>st</sup> September</b>            |
| Final sign off & Conform            | <b>4<sup>th</sup> &amp; 5<sup>th</sup> September</b>              |
| Teams Deliver to Molinare           | <b>6<sup>th</sup> September</b>                                   |
| Post with Molinare                  | <b>TBC</b>  |
| Molinare to Deliver to Screen South | <b>23<sup>rd</sup> October</b>                                    |
| Delivery to Channel 4 & ACE         | <b>TBC</b>  |

Screen South reserves the right to amend these dates.

### 4. COMMISSION AWARD

- 4.1. The selected filmmaker and Production Partner will receive a Production Commission from Screen South to make an Ignition Network Random Acts Network Centre short film of between 90 seconds and 3 minutes with a **budget of up to £4,000, including £2,810 cash, £1,000 paid by Screen South for Online Post production with Molinare and £190 paid to Screen South for Insurance** based on their submission. **A further grant of £750** will be allocated to the Production Partner to support the management and mentoring of the project.



- 4.2. Screen South will then contractually commission the films to be produced and carry out compliance checks in line with our child protection policy and financial regulations. The contractual agreement will be with the accountable Production Partner company and will include contractual obligations for the young filmmakers and all other production contributors. The accountable Production Partner Company and the filmmaker will enter into a contractual agreement for the production of their films with Screen South to be overseen by the Ignition Network Exec Producer with support from the Ignition Production Manager. The accountable Production Partner will be responsible for overseeing all elements of production, delivery and financial monitoring.
- 4.3. All film project elements, including final conformed edit and production paperwork must be delivered to the appointed post house for the grade, online and sound mix and creation of deliverables and compliance checks by **6<sup>th</sup> September 2017**.
- 4.4. The commission award will be paid in the 4 tranches, the management and mentoring grant over 2. As outlined in the **SPARK FIRST ACTS Short Film Scheme 2017 Guidelines; Section 11. Cash flow of Award**.

## 5. SUBMITTING YOUR FILM IDEA

- 5.1. Only one application per filmmaker applicant is allowed.
- 5.2. Applicants should review the guidelines relating to Ignition Network Random Acts **SPARK FIRST ACTS Short Film Scheme 2017** on the Screen South Website: [www.screensouth.org](http://www.screensouth.org)
- 5.3. Applicants should create a Production Plan in response to the guidelines which includes the requested items and include this in their submission by completing the online application form in the required format.
- 5.4. All applications must be the original work of the Applicant. Applicants who incorporate any images, writing, music or other creative material where rights (including intellectual property rights) belong to a third party, must obtain the third party's express permission. Entrants may be asked to evidence their ownership of the proposed work in the Application Interview if they are shortlisted. Applicants must ensure the relevant contractual consents and/or licenses are obtained in respect of their Application and should keep dated records of all working materials.
- 5.5. All applications must be submitted via our online application system located at: <https://form.jotformpro.com/70724665661966>
- 5.6. Applications may be submitted by online video if required for access reasons.
- 5.7. The closing deadline for applications to be received is **24<sup>th</sup> April 2017 by 5pm**. Screen South accept no responsibility for undelivered/unreadable entries. Proof of upload does not guarantee that an acceptable entry has been received.
- 5.8. The Ignition Network Random Acts **SPARK FIRST ACTS Short Film Scheme 2017** online application form will require URL links to previous work/show reel to allow the Selection Panel to establish that the applicant filmmaker can deliver effectively. URL links may be provided for any member of the production team's Showreels and CV's and can be viewed on any available web platform – Vimeo, YouTube etc. The Selection Panel will only view work online where it's available to view or correct passwords have been given. It is the applicants responsibility to ensure that these are provided and the submission is compatible with the viewing platform



- 5.9. Final Shortlisted applicants will be asked to an interview as part of the application process in order to discuss their plans in more detail.
- 5.10. By applying to the Ignition Network Random Acts **SPARK FIRST ACTS Short Film Scheme 2017** all applicants commit to their availability to make their film between **May and October 2016**, delivering all final deliverable elements by **6<sup>th</sup> Sept 2016** to Molinare and attendance at the Molinare sessions for Grade, Online & Dubbing Mix, date **TBC**.
- 5.11. The application form does not necessarily cover all the criteria we use to decide which applications to fund. We may ask applicants for extra information.
- 5.12. With regards to data protection, Screen South will use each applicant's personal details for the purpose of administering this application and they will be shared with Arts Council England, Channel 4, Fly Film and Ignition Network Partners.
- 5.13. Any costs incurred when putting together your application are the responsibility of the applicant. Any expenditure incurred or committed before a commission is granted is the responsibility of the applicant.

## 6. OWNERSHIP OF THE FILM

- 6.1. The successful applications will be commissioned by Screen South on behalf of the Ignition Random Acts Network Centre to make the short film and will be under contract to Screen South.
- 6.2. All underlying intellectual property in the Commissioned final films will remain with and belong to the individual applicant.
- 6.3. The selected Filmmakers will grant Screen South an exclusive royalty-free license worldwide for 5 years from the date of delivery to reproduce and distribute their commissioned films and Screen South may enter into a license with Channel 4 to broadcast the films in the C4 Random Acts programmes in line with the C4 License Agreement. Filmmakers will also assign Screen South the non exclusive right to screen the film or part of the film for promotional and marketing purposes in perpetuity.
- 6.4. For the avoidance of doubt, not all the short films commissioned by Screen South through the Ignition Random Acts project will be selected for transmission on Channel 4 services.

## 7. THE SELECTION PROCESS

- 7.1. Screen South will appoint a Selection Panel who in their sole discretion have the appropriate qualifications to select the work. Applications will be considered in accordance with the outlined selection criteria set out in the guidelines.
- 7.2. The Selection Panel will be asked to create a shortlist of filmmakers (up to a maximum of 20) who will be contacted by the **8<sup>th</sup> May 2017**. Up to 20 shortlisted projects will take part in a 45 minute interview panel which will be held on either the **10<sup>th</sup> 11<sup>th</sup> or 12<sup>th</sup> May 2017**. The Director, Producer and a representative from the organisation who will be managing the production for the application will be expected to attend the selection.
- 7.3. Evidence of artistic merit, originality and the quality of your practice and ability to deliver will be the foremost consideration of the application panel.

- 7.4. Each of the 20 shortlisted applicants will present and discuss their proposal with the Selection Panel. Submissions will be judged on the power of the idea and practicalities such as production schedule and budget.
- 7.5. The Panel intends to award 12 Commissions for this Call. However there is no guarantee that the Panel will award all commissions if they do not feel that work is of the standard required.
- 7.6. Screen South will provide feedback to all shortlisted applicants and they may reapply to future strands.
- 7.7. Selection of the successful projects remains the decision of the Selection Panel. The outcome of the Panel decision is final. There will be no recourse to appeal if applications have not been successful.
- 7.8. If Screen South is made aware of any concerns that a submission does not constitute the original work of the entrant, Screen South will have the right to ask for evidence of the entrant's assertion to be the creator of the work. Screen South will consider the evidence gathered and decide whether to allow the applicant to remain within the programme or to remove it. The Screen South decision is in its sole discretion and is final.

## 8. THE COMMISSION

- 8.1. A maximum of 12 submitted films will be chosen as a final short list to be considered for **SPARK FIRST ACTS Short Film Scheme 2017 - Call 1** commissions.
- 8.2. A maximum of 12 finalists will be selected to make an Ignition Random Acts Network Centre film for the **SPARK FIRST ACTS Short Film Scheme 2017** strand.
- 8.3. Each Filmmaker will receive **up to £4,000** to make their films, which includes **£1,190**, direct payments to Screen South for insurance and final post and compliance checks.
- 8.4. The Commission Award is not transferrable. Other cash or credit alternatives will not be offered.
- 8.5. Screen South and partners assume no responsibility and are not liable for any costs, charges or expenses which the applicants may be required to pay at any time in connection with a submission outside of the agreed contract between Screen South and the selected applicants.
- 8.6. All films must be legally and technically compliant in line with C4 Broadcast guidelines.
- 8.7. Successful applicants agree to abide by the Channel 4 License Agreement, including First Run/Exclusivity – “no version of the commissioned film can have been exhibited by any form of distribution prior to the first transmission on Channel 4” (if selected).
- 8.8. Not all films produced through the Ignition Random Acts Short Film Scheme will be selected for transmission on Channel 4 services.
- 8.9. Screen South, The Ignition Network, Channel 4 and Arts Council England reserve the right to publicise and promote all applications and funded projects, including individual profiles, portfolio content and project summaries.
- 8.10. Successful applicants will be expected to promote the project, be available for interviews and participate in events such as receptions, press activities and launches for Random Acts. The name, photograph and application of the successful applicants may be used by Screen South, Ignition Network, Channel 4 and Arts Council England for publicity purposes. The selected applicants agree to allow Screen South,

Channel 4 and Arts Council England to use their name and likeness for advertising and publicity purposes in association with Random Acts without remuneration.

- 8.11. All successful applicants must ensure that they are available for the filming and documenting of their work and for any related editorial activity. Failure to do so will result in the disqualification of your application.
- 8.12. Successful, applicants must keep receipts and production accounts. Proof of all purchases must be submitted with account reporting and finance claims in line with production budget and cash flow guidelines.
- 8.13. The Commission Award is not consideration for any taxable supply for VAT purposes. The applicant acknowledges that Screen South's obligation does not extend to paying any amounts in respect of VAT in addition to the award granted to make the film.
- 8.14. All requirements for pre production, post production and delivery have to complete as outlined in the programme guidelines to receive full payment.
- 8.15. The final 10% of Commission Awards will be held until all final reports and financial reports have been received and authorised by the Executive Producer and Screen South.
- 8.16. All film project elements including conformed locked picture and production paperwork must be delivered to the appointed post house for the grade, online, sound mix and creation of deliverables and compliance by **Monday 6th September 2017**.
- 8.17. Successful applicants will have to ensure that any person working with young people holds the relevant DBS certificates and works in line with Screen South child protection policy.
- 8.18. Recipients of a Random Acts commission must acknowledge Arts Council England's support on every possible/relevant occasion including acknowledgment as principal funder of the final output/project and on any promotional material for your project.

## 9. GENERAL POINTS

- 9.1. Successful applicants will release the Screen South partners and their affiliates, partners and employees from any and all liability, claims, demands, and causes of action for third party claims (including intellectual property claims) personal injury and or damage, theft, or loss suffered in connection with this programme or the use or acceptance of the commission award or any portion thereof save where due to the negligence of the Programme managers.
- 9.2. Screen South reserve the right to suspend, cancel or amend a Commission Award and/or review and revise these rules at any time without giving prior notice and by continuing to take part in the Commission subsequent to any revision of these rules, entrants shall be deemed to have agreed to any such new or amended terms.
- 9.3. All applications are made at the applicant's own risk. Screen South will not be liable for loss, damage or costs arising directly or indirectly from:
  - The application process
  - Screens South's decision not to provide an award to an applicant; or
  - Processing the application.



9.4. Submissions will be declined if the submitted material may be considered to contravene legal agreements or are unsuitable for a broadcast audience.

9.5. Incomplete applications will be considered ineligible.

9.6. Screen South's decisions on applications are final.

9.7. The following projects are not eligible for the Ignition Random Acts Short Film Scheme:

- Projects that will use the fund solely for the purchase of equipment (by "equipment" we mean musical instruments, computers, office equipment, multimedia and audio - visual equipment etc.)
- Projects that have commenced filming or been completed before the assessment of the application.
- Fundraising events.
- Activities for formal educational purposes set out by the national curriculum.

Applicants will be deemed to have accepted these terms and conditions and agreed to be bound by them when applying for Random Acts.

**The Ignition Network  
Screen South  
The Wedge,  
75 – 81 Tontine Street,  
Folkestone,  
Kent, CT20 1JR  
Tel: 01303 259777**

The online applications can be found at: <https://form.jotformpro.com/70724665661966>

**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**