



FILM TRAVEL GRANT FUND



FESTIVALS
DEVELOPMENT LABS
XR SHOWCASES
CO-PRO FORUMS

Application Guidelines



Travel Grant Fund

Application Guidelines

Making an application for Travel Grant funding

This guide gives you advice and recommendations on how to make an application for a Travel Grant for:

- ▶ Short filmmakers or feature film producers attending film festivals
- ▶ XR creatives attending festivals and showcases
- ▶ Producers attending co-production forums
- ▶ Filmmakers attending development labs

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Alongside these Guidelines please see two separate documents:

[Terms and Conditions](#)

[Travel Grant Fund FAQs](#)

Travel Grant funding is supported by the British Council, BFI NETWORK and the BFI International Fund.

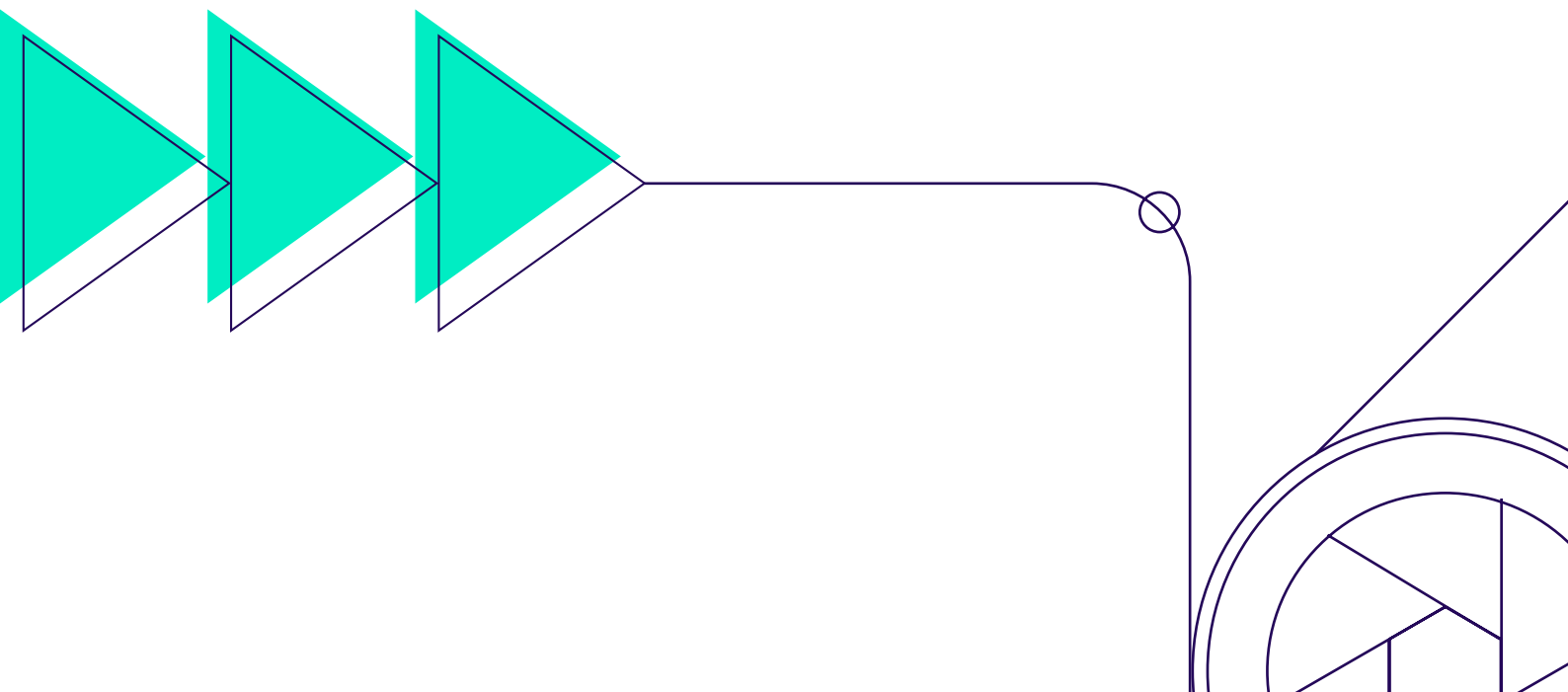


1 Overview

The British Council offers early to mid-career filmmakers, and creatives producing XR (including virtual reality, immersive storytelling experiences and installations) the opportunity to apply for Travel Grant funding. This can be used to attend key international film festivals and showcases, training/development and co-production events (referred to collectively as ‘events’ throughout these guidelines). The purpose of this funding is to enable filmmakers to represent their work abroad, develop new contacts and networks, reach new audiences, and increase the exposure of new and emerging UK films and film talent internationally. The British Council’s Film department manages the applications process for these Travel Grants.

The fund is separated into five distinct grant strands:

- ▶ **Short Film Festival Grants** – attendance at an eligible festival to support a short film screening, for new/emerging writers or directors (those who have yet to have a feature film produced and distributed in the UK), and for producers of any experience level.
- ▶ **Feature Film Festival Grants** – attendance at an eligible festival to support a feature film, for producers.
- ▶ **Interactive/immersive/XR Grants** – attendance at an eligible festival/showcase event with an interactive/immersive/XR project (collectively referred to throughout these guidelines as “XR projects”) for XR creatives.
- ▶ **Lab Grants** – attendance at an eligible creative development lab for producers, writers, or directors working on feature projects.
- ▶ **Co-Production (‘co-pro’) Forum Grants** – attendance at an eligible market/co-production forum for producers with feature projects.

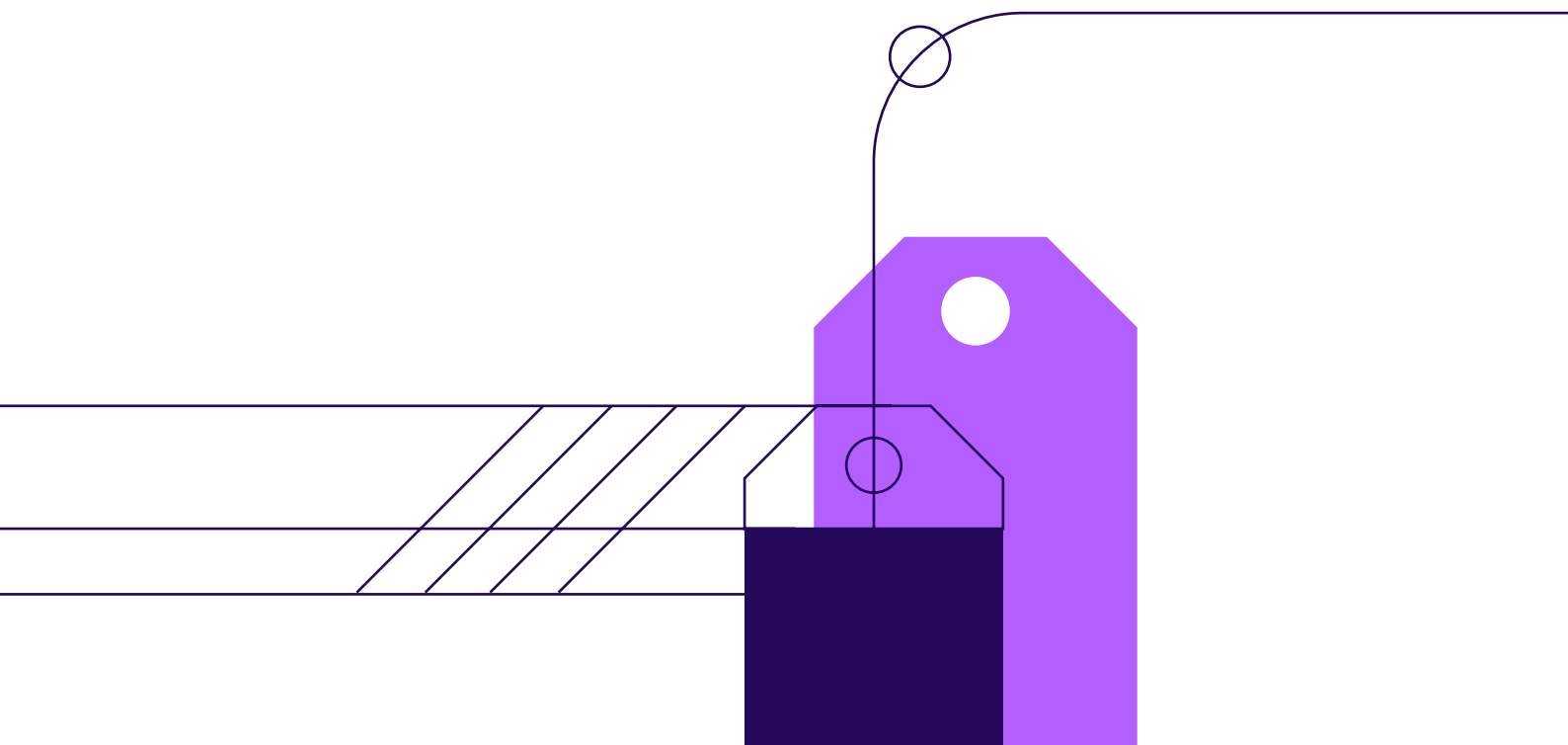


Grants are a contribution towards travel and accommodation costs, participant fees for labs, training and co-pro forums, and for selected set-up costs related to XR works. Grants will rarely cover the full cost of attendance.

- ▶ Awards for Short and Feature Film Festival Grants will range from a minimum of £100 to a maximum of £1,500 but will not normally exceed £750.
- ▶ For the following A-list festivals only, the maximum travel grant cap for short films and XR projects*, will be up to £3,000: Sundance, Toronto International Film Festival, South by South West, Tribeca, Cannes, Venice Film Festival, Berlin International Film Festival. For these festivals only, we are able to consider supporting the attendance of both the producer and the director of the same project (where not already supported by the festival).
*Features are not eligible for these festivals via this fund, and should instead apply for the UK Global Screen Fund.
- ▶ Awards for XR projects are divided into two tiers: Travel only (£100 – £1,500), and a limited number of Travel/Technical Grants for larger scale showcasing, capped at £10,000.
- ▶ Awards for Lab Grants are capped at £6,000 but rarely exceed £3,000.
- ▶ Awards for Co-Pro Forum Grants are capped at £2,000.

Additional bursaries are available to support costs associated with

- ▶ Disability Access
- ▶ Green Travel: International Travel Overland



Successful applicants attending European festivals and events can expect a smaller grant than those attending events which require a long-haul journey.

The eligible festivals and events are detailed in two Key Lists:

- ▶ Key List: Festivals and Showcases
- ▶ Key List: Labs and Co-production Forums

Each list divided into categories A-B, where category A events are prioritised, and category B events are subject to availability of funding ('the Events').

There is a very small amount of funding set aside to support travel to selected events not currently appearing on either Key List ('Discretionary Grants'). This includes international travel to major award ceremonies where a filmmaker has a work that has been nominated, as well as festivals, labs or forums not currently on the Key Lists. Professional development and potential for exposure on the international stage are key factors we take into account when considering whether to make someone a Discretionary Grant.

Priority is also given to significant festivals and showcases in the Global South and regions that are currently less well represented by the key list.

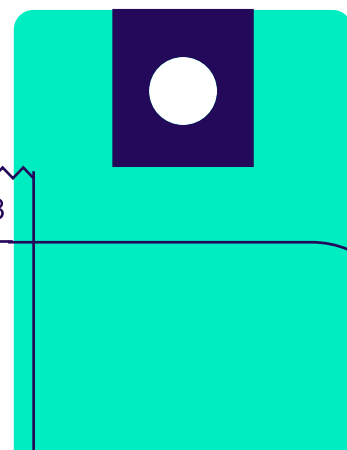
With every discretionary grant offer, we require a written report from the grantee to share their experience of the event.

To ensure we can assess your application in advance of the Event taking place, it is important that you apply as soon as you have been notified of your Event invitation.

Once you have read these guidelines in their entirety - including the Travel Grant Fund FAQ's at the end of this document - please submit your application on the Travel Grant Fund webpage:

film.britishcouncil.org/opportunities/travel-grants-fund

The **UK Global Screen Fund** offers alternative funding opportunities for the sales and distribution of UK feature films in international territories. This includes Festival Launch Support for feature films that have been invited to have their World, International, North American or European premiere in an official category/competition at key A-list festivals.



2 Delivering against the BFI's National Lottery Strategy

These Travel Grants are supported by the British Council and through BFI National Lottery funding.

We consider the following six priorities drawn from the BFI National Lottery Strategy 2023-26 when reviewing our Key Lists, which happens every six months, and how we support filmmakers to attend Events:

- ▶ **1. Equity, diversity and inclusion:** addressing under-representation in perspective and representation, talent and recruitment, agency and opportunities, widening the range of voices and audiences served.
- ▶ **2. Impact and audience:** supporting activity with a strong cultural or progressive impact for audiences.
- ▶ **3. Talent development and progression:** supporting early career producers, writers, directors and XR creatives and projects.
- ▶ **4. Risk:** supporting activity and events that take creative risks.
- ▶ **5. UK-wide:** ensuring extra provision is available for grantees travelling from outside London and the South East.
- ▶ **6. Environmental sustainability:** working to address the environmental impact of international travel, with additional funding available to enable grantees to travel overland to European-based festivals.

BFI Diversity Standards

While we cannot influence the UK work that is selected at Events, we regularly assess data and feedback from all Events on our list, to ensure their programming and industry offerings are supportive, inclusive and representative, in line with the focus areas of the **BFI Diversity Standards**.

We prioritise Events that:

- ▶ specifically focus on filmmakers/creatives with protected characteristics including Black and LGBTQIA+ voices, and disabled filmmakers/creatives. We recognise the value to filmmakers/creatives of showing work in safe, supportive spaces.
- ▶ maximise sales, career development and international opportunities for under-represented filmmakers/creatives.
- ▶ offer a broad global perspective on career development and networking opportunities.

On accepting a Travel Grant, filmmakers are required to complete an anonymous Equality, Diversity and Inclusion monitoring form to help us regularly assess whether our grant programmes are accessible to underrepresented filmmakers.

3 Eligibility

To be eligible to apply for a grant, all applicants must:

- ▶ have had a project selected by at least one of the Events: 'Key Film Festivals and Showcases List' or 'Key Labs and Co-Pro Forums List' or be seeking a Discretionary Grant.
- ▶ be over 18 years old
- ▶ be resident in the UK or a UK citizen
- ▶ be applying with a project that is an official UK production or co-production
- ▶ be applying to attend an Event happening at least 2 weeks from the time of application.

To be eligible to apply for a grant for a feature film, applicants must:

- ▶ Be a lead producer of the film
- ▶ Apply with a project with a production budget of £15,000,000 or less and has not been majority financed by a studio, mini major or streaming platform.
- ▶ Apply with a project completed no more than 12 months prior to the application date or that is currently in production or post-production.
- ▶ Apply with a project that qualifies or is wholly capable of qualifying for certification as a UK film under the BFI's Cultural Test for British Films, one of the UK's official bilateral co-production treaties, the European Convention on Cinematographic co-production.

In addition:

- ▶ Applications for short film Travel Grants must relate to projects that are no more than 60 minutes in duration.
- ▶ Short film and co-pro forum applicants may make a maximum of three applications to the fund for any one film or project and applications must be for a different event each time.
- ▶ We will prioritise feature, lab, co-pro forum and XR grants to filmmakers/ creatives and projects who have not previously received a British Council Travel Grant.
- ▶ We cannot support a filmmaker or project with more than **one** lab and one large XR grant in any single year.
- ▶ XR projects can apply for a maximum of **three** standard travel grant applications to the fund for any one project, and applications must be for a different event each time. XR projects can only apply for **one** Large XR grant per project. If granted a Large XR grant, the project will only be eligible for up to **two** additional standard travel grants.
- ▶ We can only support directors, producers or writers applying with a short film or for a development lab.
- ▶ We can only support producers applying with a feature film or for a co-production forum.

(Continued overleaf)

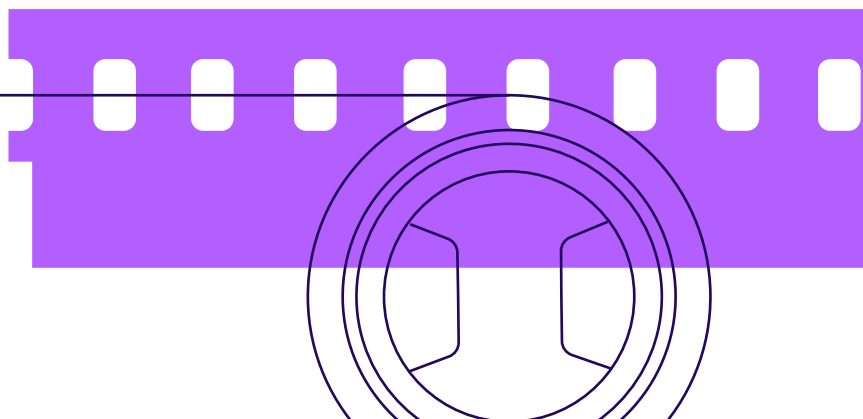
- ▶ Feature film producers can apply for up to 2 International Festivals on our Key List (if they have not been in receipt of funding from the UK Global Screen Fund Festival Launch Support for the same project). Applications from producers of feature films screening in competition strands and World, International, North American and European premieres will be prioritised.
- ▶ If a Feature Film has received UKGSF Festival Launch Support previously, the producer can apply for one additional grant for a festival on our Key List. If in receipt of two UKGSF Festival Launch Support grants for the same film, feature film producers will not be eligible for the Travel Grant Fund.

What is not eligible?

You are **not eligible** to apply for this funding if:

- ▶ Your project is not a UK production or co-production
- ▶ You are under 18
- ▶ You are neither resident in the UK nor a UK citizen
- ▶ The application is for retrospective activity i.e. an application for travel that has already taken place or when an Event has already started. Applications made less than two weeks before the Event is due to start may not be granted, or may be rated lower than filmmaker/creatives who applied earlier
- ▶ You have not been selected for an eligible Event (unless you are applying for a Discretionary Grant)
- ▶ You are seeking travel grant funding to accompany a project that is not a short film of under 60 minutes, a feature film, or an XR work
- ▶ Another team member associated with your project has already received a British Council Travel Grant to attend the same event with that project. We can only offer ONE grant per project at any given eligible event.

Please get in touch with the team if you're unsure whether you are eligible for a Travel Grant: films@britishcouncil.org



4 What you can use Travel Grant funding for

Travel Grants can contribute towards the following costs relating to attending an Event, where these are not already fully covered by that Event:

- ▶ Flights/trains/other means of travel based on economy price at time of application
- ▶ Hotel/accommodation based on price at time of travel (averaging 2 nights for a festival, or longer for a lab)
- ▶ Participation fees where applicable
- ▶ Disability access support for attendance

We are committed to making our funding accessible to all. We can help if you need support to make an application, and if you have specific access needs for your event visit. For example you can ask for:

- ▶ our funding guidelines in other formats, like large print or audio (you can find an audio version of our guidelines and key information under each fund)
- ▶ support to understand these guidelines
- ▶ support to complete an application form
- ▶ funds to facilitate travel with a BSL interpreter or access worker or other costs directly associated with accommodating access requirements for disabled filmmakers for their visit. Applicants are invited to share individual access requirements associated with travel in the application form.

We understand that people with caring responsibilities may need additional support and can consider bursary contributions for sole carers on a case-by-case basis.

Large XR Travel/Technical Grants

We expect that festivals will contribute either in kind or with cash support to enable you to exhibit your XR project at their festival in the format you initially submitted to them, however we understand this does not always cover the full cost of exhibiting internationally.

Large XR Travel/Technical Grants can be used to support costs associated with adapting the project in advance of the festival.

These costs could be technician, studio time, an interpreter on site or something unique to your project but examples may include:

- ▶ Adapting to technical requirements of exhibition space, or for online exhibition
- ▶ Internationalisation, including subtitles or audio for main language required by festival programme and where this is not a service covered already by the festival; or content edits required by local laws and regulations to allow public exhibition
- ▶ Where your project requires a technician or artist on site to run it: travel and accommodation costs required due to presence of additional team beyond the tier 1 Travel Grant limit of £1,500 where it is not already covered by the festival
- ▶ Freight or extra baggage charges to transport equipment essential to festival site where it is not available or not cost effective to hire locally, or not covered by festival (we will need written confirmation from the festival to confirm that evidence)

Costs that we cannot support

Travel Grants cannot be used to cover the following:

- ▶ Travel insurance costs
- ▶ Sustenance costs (food and drink)
- ▶ Marketing materials or social media campaigns
- ▶ Physical installation costs of XR works – for example, furniture hire, power supply, equipment hire, signage and print (except for adaptation costs outlined above)
- ▶ Additional night's accommodation where your XR work does not require your presence for the exhibition's entirety, i.e. it is loaded onto a VR headset and is managed by the festival team on site with no live elements or live technician needed to run it
- ▶ Print transport costs
- ▶ Travel from locations that are not in the UK

This list is not exhaustive and we may inform you that other types of activity within your application cannot be supported by a Travel Grant.

5 Environmental sustainability

All filmmakers/creatives applying for a Travel Grant need to plan their travel with the environment and the climate crisis in mind. We can offer additional bursaries to filmmakers who travel to European festivals and events overland.

Julie's Bicycle (which works with arts and cultural organisations to take action on the climate, nature and justice crisis) are working with us on this Travel Grant funding, providing resources for filmmakers to help improve their environmental impacts.

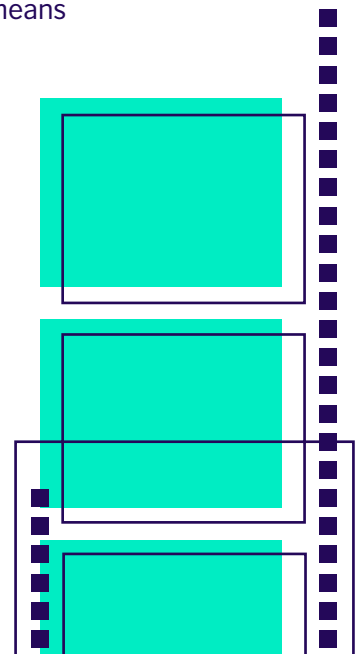
You can download our [Greener Grants Guide](#) to key areas to think about when it comes to travel, accommodation and attending events.

6 Application Process

There is no deadline for Travel Grant funding applications - they can be made on a rolling basis. Applicants will be required to complete an online application form and provide evidence of an invitation to the Event. You can also use this form to apply for a Discretionary Grant.

Applications can be made by a director, producer or writer of the project depending on the requirements of each funding strand as detailed in section one and must include:

- ▶ Project details where travel is to attend a screening of a film or XR work (key personnel, synopsis, technical information, cast etc)
- ▶ Contact details plus CV/Filmography of all individuals benefitting from the grant
- ▶ Details of the event you have been invited to attend (eg section)
- ▶ Written evidence of acceptance into the Event
- ▶ An explanation as to why you want to attend and why you need public funding to enable your attendance
- ▶ A breakdown of the costs of attendance (confirming how much you wish to be covered by the Travel Grant and how much is being met by other means including the festival or event).



If Applying for a Large XR grant

Prior to applying for a Larger XR Travel/Technical Grant, to help us assess your application quickly and ensure you have what you need to exhibit internationally, we have included some additional considerations here ahead of making your application:

1. Confirm with the festival what will and won't be covered by them. Be sure to ask about:
 - a. Travel and accommodation offer for you, and, if your project requires, other team members required to run your project on the ground
 - b. If they are providing the minimum required to run your project: furniture (stools/chairs), equipment including headsets, power, lighting, headphones/speakers.
 - c. If your project can run without your physical presence i.e. it is loaded onto a VR headset, that they will be providing festival staff to on and off-board audiences, and what instructions need preparing for them
 - d. What official language(s) may be required if not English

and please complete

2. Download and complete this [XR budget template](#) and email to films@britishcouncil.org when submitting your application along with the title of your project and festival you are submitting for.

7 Assessment

Applications for Shorts, Features, Labs, Co-Pro Forums and XR Travel-only Grants for Events appearing on the Key Lists will be assessed every two weeks by the British Council Film Department.

Applications for Discretionary Grants and for Limited XR Travel/ Technical Grants will be assessed every three weeks by a wider panel of British Council and external assessors which may include BFI staff.

If the application meets the eligibility criteria, we will then use the following criteria to prioritise applications and determine grant amounts per project:

- ▶ 1. Whether a project has been selected by an Event in either the 'A' or 'B' category (see Key Lists: Festivals and Showcases). Once all 'A' list applications have been assessed, 'B' list applications will be considered if sufficient funds remain available.
- ▶ 2. Whether a project has been selected in competition or has been nominated for an award - i.e. if we receive a substantial amount of applications for one Event in particular, we will seek to prioritise those filmmakers who have been selected in competition or who have been nominated for an award.
- ▶ 3. Whether the filmmaker/creative or project has previously received a British Council Travel Grant.

Further consideration will be given in awarding Discretionary Grants and to determine the level of grant offered, against the following criteria:

- ▶ Number of other UK filmmakers/projects selected for the identified award ceremony or similar event that are eligible for a grant.

We will then apply the following assessment criteria to applications:

Assessment criteria 1

The project quality, (in the case of Lab grants, the filmmaker's CV and experience), strength of potential cultural or progressive impact for audiences, and the creative risks taken; position in the event (e.g. if in Competition); nature of event (reputation, platforming under-represented voices etc)

Assessment criteria 2

Legacy and impact for grantee (professional development potential) and international collaborative ambition

Assessment criteria 3

Diversity and Inclusion; Environmental Sustainability; UK-wide

Please note: for applications to attend the Berlinale Talents programme, due to the competition for support for this event and our commitment to addressing industry under-representation, our funding prioritises filmmakers who are under-represented in the industry in line with some or all of the focus areas of the BFI Diversity Standards. We will ask supplementary questions if your application is to attend Berlinale Talents.

Assessment Timeline

- ▶ You will be sent an automated confirmation email response once you have submitted an online application.
- ▶ Applications will be considered at the next relevant assessment meeting.
- ▶ You will be notified by email with the outcome of your application, using the email address used to submit your application.

8 Successful applicants

- ▶ If your application has been successful, we will send you an offer email stating the available Travel Grant amount and providing you with the necessary forms to set you up on our financial system.
- ▶ You must return your forms within two weeks of receiving your offer email, or the offer may be revoked.
- ▶ Once you have returned all necessary forms, according to the instructions in your offer email, we will begin the payment procedure including safe banking/screening checks. If you do not complete the forms correctly, they will be rejected by the Finance Department, which will slow the process down significantly.
- ▶ Payment will take a maximum of 45 days to clear into your bank account – but usually arrives within 30 days of receiving your completed forms

