

Godalming Film Society

GFS Awards: Procedure

October 2015



1. Who are we?

Godalming Film Society (referred to as the Society in this document) is a not-for-profit, constituted, voluntary organisation. For more information, please visit <http://www.godalmingfilmsoc.org.uk/godalming-film-society/about-us/>.

2. What do we do?

We provide social and cultural enhancement through the medium of film to our members and, in general, to the inhabitants of Godalming and surrounding areas.

3. Why are we considering making awards?

We aim to promote the understanding and enjoyment of the art of classic and contemporary film of all genres and, as such, enhance the arts and cultural provision of the community. This is currently achieved through screenings, talks and discussion. The Society seeks to support film-making and other film based initiatives by new entrants to the field of film production and engagement. Providing grants to support such projects is a further way for the Society to achieve this in collaboration with local groups for mutual benefit.

4. To whom can we make an award?

The Society will consider applications from local academic bodies and other local groups.

(Appeals from national bodies will be considered but not under this scheme.)

The Society will not award funds to individuals (or to an individual undertaking), commercial organisations or 'for-profit' groups.

5. What types of initiatives will the Society consider?

The Society wishes to support projects that will bring tangible benefit to its membership and the local community.

These would be short-term projects with, normally, delivery of the project objectives within 18 months.

Such projects may include:

- Production of short films, including documentaries and animations
- Community events that exploit film as a significant component of a social / cultural initiative.
- Education and training opportunities that expose our members and / or elements of the local community to some or all of the processes associated with film production.

6. What can the funds be used for?

The Society wishes to consider applications for financial support for a specific component (or components) of well-defined projects. Comprehensive project plans and realistic budgets are essential for the Society to consider an application.

Priority will be given to projects with a demonstrable local content.

However, the Society will not award funds to:

- Purchase capital goods
- Meet existing commitments
- Cover wages / salaries

7. What are the outcomes and benefits that the Society expects?

It is a condition of an award that the successful applicants will provide the Society with regular progress reports, including data showing performance against plan and budget, for consideration by the Society's committee meetings that are held during the lifetime of the project. The dates for these reports will be defined in the Offer of Award. (See below.)

Additional tangible deliverables are required and may include:

- A "making of" video recording of film production, project development for screening to members
- Articles for publication on the Society web site and the local press
- Membership participation in the project processes (eg extras in the film, props production, support on set.)
- Screening of the film (preliminary and final versions) to the membership with an introduction by those involved and a Q&A session
- Video recording of a film associated community event to be presented to the membership by the project owners.

The Society reserves the non-exclusive right to promote the project via its website and any local press resources. Successful applicants will be required to co-operate with GFS in any PR and press activity relating to their project.

8. How much will the Society grant?

The Society will allocate an annual budget for its award programme set initially at £2500. Awards will typically fall in the range £250 - £750 but consideration will be given to applications for larger amounts.

The Society does not intend that it shall be the sole source of funding for a project. Rather it would prefer to be seen as the source of an initial financial commitment that can be used to support applications for further grants from other potential sources.

9. Financial framework for funding

The Society requires transparency in all its financial dealings. Payments will be made retrospectively on production of evidence of expenditure that meets the agreed objectives of the grant.

If during any phase of the project The Society perceives that the project is not achieving its objectives, funding may be withheld subject to project review and, in extreme cases, withdrawn.

10. What is the application process?

The Society welcomes an informal approach in the first instance.

Email: secretary@godalmingfilmsoc.org.uk

Following a preliminary evaluation, if the project is considered worthy of further consideration, the Society will require a detailed proposal with information covering the project goals, implementation plan and financial plan with a clear indication of the intended beneficial outcomes for Society members.

The Society may see fit to appoint a liaison officer to work with the applicants in developing / clarifying the proposal.

The Society's managing committee will evaluate project proposals and make its decision accordingly.

Committee members having a personal interest in a grant application are required to declare that interest and will be excluded from the decision making process.

Committee decisions are final. There are no appeals procedures.

11. Offer of Award and conditions

Successful applicants will receive a formal Offer of Award from the Society that will specify:

- The amount of the award and the conditions under which it will apply
- The period during which the award will apply
- The use to which the award is to be put
- The beneficial outcomes to be delivered to the Society
- A schedule of dates for project reports to be supplied

12. Key Dates

Deadline for submission of a project proposal: The last day of December in each year.

The Committee will endeavour to make its decision by the last day in February of the following year.

Version 1
Approved 24 November 2015