

Terms and Conditions - BBC / Northern Docs Project

The BBC is seeking to commission two short films from new northern (see definition in 2.3) film makers in partnership with Northern Docs.

Please read this document in full to ensure eligibility. More details can be found on the Northern Docs website. The deadline for submissions is Friday 12th October 2018..

1) The Funding

1.1. The BBC, working with Northern Docs, aims to commission two (2) new and emerging Film Makers to produce a Short Documentary up to ten (10) minutes in length each for BBC Three as a result of the Project.

1.2. Successful proposals will be supported by a production budget of up to £10,000 (ten thousand pounds sterling) each at the discretion of the BBC and Northern Docs to fund or part fund the production of their film.

1.3. If additional funding is derived from other sources filmmakers must comply with the BBC rules which prohibit the broadcast of a sponsored programme or one that could compromise its impartiality and integrity. For further guidance please see <http://www.bbc.co.uk/editorialguidelines/guidelines/externalrelationships/principles>

1.4. The films will be shown on BBC Three (subject to entrants adhering to BBC compliance and editorial requirements¹). The films may also be shown at other event screenings and clips may be used for promotional purposes.

2. Eligibility

2.1 All British Nationals and UK residents aged 18 and over on submission deadline (23:59 on October 12th 2018) are eligible.

2.2 The aim is to commission filmmakers at the start of their filmmaking career so no entrant should have a 'Director' credit for any work for a national broadcaster or major VOD platform.

2.3 The Film Maker must also be living in the "North of England" including Cheshire, County Durham, Cumbria, Greater Manchester, Lancashire, Merseyside, Northumberland, North Lincolnshire, Tyne & Wear and Yorkshire².

¹ Compliance support will be provided by the BBC and Northern Docs

² Applicants may be asked for proof of residence

2.4 All applicants must provide details of their previous work at the time of application or demonstrate they have sufficient knowledge or experience to take on this role themselves.

2.5 All applicants must provide details of their proposed wider core team at the time of application e.g. producer, scriptwriter, model maker etc.

3. Terms of Entry

3.1 Entering this process is free to the applicant and no fee is necessary to register with Northern Docs.

3.2 All proposals must be submitted to Northern Docs on or before the submission deadline at 23:59 on October 12th 2018. The proposal submitted must, and by submission is warranted to: (i) be original and the applicant or applicants own work; (ii) not infringe the copyright or any other rights of any other third party; (iii) not be subject to any sponsorship or commercial arrangement with a third party; (iv) not be defamatory of any living person or corporate body; (v) not be obscene or blasphemous or likely to incite hatred; (vi) be suitable for playout on BBC Three and Northern Docs website; (vii) not lobby or campaign directly for a charitable cause or political party. Further, by submitting the Application Form the filmmaker warrants that they or the film submitted which is subject to the funds award will not bring the BBC, or Northern Docs into disrepute. The decision of the BBC and Northern on eligibility is final and binding and no correspondence will be entered into about it.

3.3 All filmmakers will be asked to submit:

- a written treatment of no more than one thousand (1000) words
- a selection of images indicating the intended style for the short documentary they would like to use for Northern Docs Project (working title)
- a CV,
- a rough budget,
- a link to an online example of previous work
- the name, job title, contact details and relevant experience of a mentor or referee

3.4 All six (6) successfully shortlisted filmmakers must be available to attend the second workshop held in Newcastle on Thursday 8th November 2018.

3.5 The two filmmakers who are awarded a final commission must attend a meeting with Northern Docs in Manchester week commencing 3rd December 2018 to discuss in detail the execution, budgeting, timetable and all delivery and compliance requirements. Attendance at this meeting by either the individual applicant or team of applicants is a condition of the funding.

3.6 The filmmakers agree to their name and likeness being published and to make themselves available to participate in interviews as required. By entering this process, filmmakers agree to accept the BBC and Northern Docs appropriate standard terms and conditions for such interviews.

3.7 By entering the selection process those filmmakers awarded funds agree to deliver their finished film and associated deliverables to the BBC on or before the end of March 2019.

4. Selection Process

4.1 The commissions will be awarded after a three (3) stage process:

4.1.1 Stage 1: All entries will initially be considered by Northern Docs and the BBC who will establish a shortlist of six (6) applicants against set criteria agreed between the BBC and Northern Docs. These criteria are published under the heading 'What Are We Looking For?' on the Northern Docs website. A shortlist of the best 6 entries will be put forward to Stage 2. The shortlist will be announced on the 26th October.

4.1.2 Stage 2: Northern Docs will work with and mentor the 6 shortlisted candidates, to develop their projects between shortlisting and their project presentation. Northern Docs will organise, manage and host the second workshop on the 8th November in which the candidates will present their projects and receive feedback from the BBC/Northern Docs Team. The finalists will then go away and produce a final draft to be submitted by Monday 19th November.

4.1.3 Stage 3: The BBC commissioners will then discuss the final proposals with BBC Three and the channel will select two (2) projects. The selection will be made by Friday 23rd November. The results of the selection will be communicated by the BBC to all the candidates. The successful two (2) finalists must be in a position to commence production in Dec 2018.

4.1.4 The total film cost is capped at £10,000, which will include Exec producer and production management support from Northern Docs. The precise sum and budget to be decided by Northern Docs and BBC.

4.2 All correspondence with the selected candidates will use the contact details given in the application form.

4.3 Northern Docs' and the BBC's decisions are final and binding. No correspondence will be entered into with unsuccessful applicants

4.4 The short films must comply with the BBC's editorial guidance and relevant sections of the Ofcom Code. As highlighted in 3.2 the filmmakers and the films must not have any external relationship of a campaigning or lobbying nature. Any permitted reference to the commission by those awarded funds will be outlined by the BBC. Please see <http://www.bbc.co.uk/editorialguidelines/guidelines>

4.6 The film making process will commence in December and continue until delivery of the Short Documentaries. The film making process will include:

4.6.1 Northern Docs, working as the production company delivering the projects, will employ the winning film makers on a freelance basis and will provide facilities, training and ongoing support for the Film Makers;

4.6.2 Northern Docs will work with the Film Makers to ensure that the Short Documentaries meet the compliance, clearance and delivery requirements for BBC Three and ensure that the Short Documentaries are created and delivered in accordance with the agreed editorial specification agreed between Northern Docs and the nominated BBC Editorial Representative;

4.6.3 The BBC Factual Commissioning team will give advice and provide insight into the creation and delivery of content as a broadcaster; and BBC Factual Commissioners will review and contribute to feedback for the Film Makers advising on how to make the Short Documentaries appropriate for BBC Three.

5. Funding

5.1 The agreement of the film budget represents a contractual agreement between the applicant or in the case of a team application, the nominated lead applicant and Northern Docs to deliver a film which reflects the treatment as

commissioned, both in terms of content and duration and which is compliant for broadcast by BBC.

5.2 Failure to comply with any of the provisions set out in these Terms and Conditions will result in the funds being withdrawn. Failure to make any of the meetings and deadlines prescribed in Section 6 without sufficient explanation or warning may result in the project being withdrawn from the process. The applicant accepts that notification of failure to comply will be entirely at the discretion of the BBC and/or Northern Docs.

6. Production and Delivery

6.1 Filmmakers shall ensure that all production personnel directly engaged by the Filmmaker to work on the production and/or delivery of the film to Northern Docs and the BBC shall be paid the appropriate Real Living Wage ('RLW') according to the location of their work within the UK as applicable. The rate of the Real Living Wage that Northern Docs/ BBC is taking as a benchmark is that set out by the Living Wage Foundation (<http://www.livingwage.org.uk>). However, in line with standard independent filmmaking practice, Filmmakers can exempt themselves from being paid RLW within the Northern Docs Project scheme. Furthermore up to three (3) additional people taking on any of the main roles may declare themselves collaborators and are thus also able to exempt themselves from being paid RLW within the budget. (E.g. Producer, Animator or Scriptwriter). Collaborators may be confirmed once an applicant is awarded funding.

6.3 Filmmakers should be guided by the BBC Guidelines on technical shooting formats and camera specifications however variations to these standards should be discussed with Northern Docs.

6.4 Filmmakers undertake to deliver a rough cut to Northern Docs and the BBC via a digital file uploaded to Vimeo with password protection by a date mutually agreed at the induction meeting.

6.5 Northern Docs, on behalf of the BBC, reserves the right to request changes to the Short Documentary to make them compliant for broadcast. Editorial notes may be offered and acted on at the discretion of both parties.

6.6 Filmmakers must deliver their final film to Northern Docs in a format to be agreed between the filmmaker and Northern Docs no later than the end of March 2019. Guidance on acceptable technical standards for BBC productions can be found here (<http://dpp-assets.s3.amazonaws.com/wpcontent/uploads/specs/bbc/TechnicalDeliveryStandardsBBCFile.pdf>).

Once the filmmaker has delivered the final video file to Northern Docs, the Team will then be responsible for onward delivery to the BBC.

6.7 Simultaneous to delivery of the video file, the filmmaker or team must also deliver all requested legal and compliance paperwork: i.e. contributor release forms, location release forms, music reporting forms, crew credits and publicity materials via Silvermouse to the BBC, under the guidance of Northern Docs.

6.8 Northern Docs will retain copyright of the finished film but acknowledge that acceptance of the funds includes a licence allowing the BBC to show the film on the agreed platforms in perpetuity.

7. Administration and Communication

7.1 Northern Docs Project will aim to confirm applications have been submitted successfully but beyond this the Northern Docs Project will not acknowledge receipt of individual entries and does not accept any responsibility for late or incomplete entries or for entries not successfully completed due to a technical fault of any kind whatsoever.

7.2 The shortlisted candidates are likely to be contacted by early November 2018 and invited to the second workshop. If you have not heard anything by end of December, you may assume that your entry has not been selected.

7.3 Following notification of awards to the successful filmmakers, an announcement may be made by BBC/ Northern Docs.

7.4 Filmmakers must supply full details as required as part of the Application Form and comply with all rules to be eligible for the commission. Any noncompliance with Clause 3.2 will result in automatic disqualification.

7.5 Filmmakers will be asked to sign a Personal Disclosure form declaring they have no criminal and civil actions pending or served against them or any unspent convictions. If they cannot do this they must give Northern Docs details of the above. Filmmakers must then keep Northern Docs informed of any changes to the information disclosed up to the point the films are no longer available on BBC iPlayer. This information will be handled in the strictest confidence and in accordance with the Data Protection Act and in accordance with Northern Docs privacy policy.

7.6 Further to the above, following standard industry practice, the BBC may undertake background checks of the shortlisted filmmakers, to assess any

likely reputational issues/ duty of care considerations in respect of the applications. Any decision is at the sole discretion of the BBC and will be based on the need to ensure that the reputation of the BBC, Northern Docs and the legacy of Northern Docs Project is upheld.

7.7 The BBC and Northern Docs may share personal data supplied during the course of the pitching and production process between themselves but will only ever use personal details for the purposes of administering this commission and will not publish them or provide them without permission to anyone not involved in the administration of the production. All personal information provided will be securely destroyed as soon as it is no longer required.

If you would like to know more about the BBC's privacy policy please see Privacy Policy: <http://www.bbc.co.uk/privacy>.

7.9 By submitting a proposal the filmmaker agrees in the event of being shortlisted they must be able to attend the workshop in November 2018, and also to undertake a mutually acceptable limited programme of activities to promote Northern Docs Project, particularly immediately after the commissioned films are announced. Entrants are responsible for all reasonable costs associated with attending the Northern Docs Newcastle Workshop.

7.10 The filmmaker agrees to obtain Northern Docs's written consent before undertaking any of its own press or publicity activity relating to their involvement in the 'Project.' In the event that the filmmaker is informed that their work has been shortlisted or commissioned, the filmmaker must not publish or otherwise let it be publically known (such as via online forums such as Twitter, Facebook etc.) until such time as the official announcement is made. Failure to comply with this request may result in the BBC at its sole discretion withdrawing the award of the relevant commission and funds.

7.11 The filmmaker will be deemed to have accepted these rules and to have agreed to be bound by them when entering this commissioning process. If it considers that the entrant has not complied with the terms and conditions contained herein, the BBC may at its sole discretion disqualify the proposal and/or reclaim any funds and in doing so, reserves the right to award it elsewhere.

7.12 The filmmaker acknowledges and agrees that to the extent permitted by law, the BBC, and Northern Docs or any other person(s) in connection with the commission will not be liable for any loss or damage (whether such damage or losses were foreseen, foreseeable, known or otherwise) including financially

and/or to reputation and/or disappointment, suffered by any filmmaker entering the commissioning process or as a result of accepting the commission and funds.

7.13 These rules and the entry submitted in accordance with them shall constitute a contract governed by the exclusive laws and the exclusive jurisdiction of the courts of England and Wales.

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