Notes for Applicants-Participants - carefully read:

1. Bursary applications or reimbursements must be signed and dated by both the applicant-participant and the lead contact at the Film Academy partner venue *(Ella Townsend - Young Talent Coordinator at Film Hub Midlands)*, before any claims can be made/paid. This is so we can forecast and allocate bursary spend as accurately as possible.
2. Claims must be supported by receipts showing actual costs incurred. Please only invoice for the maximum offered if given a limit e.g. £20.00 maximum.
3. Any claims without receipt evidence will not be paid.
4. If you require financial support prior to attending an event or activity, you must provide proof of purchase within 7-days of receipt of payment to *Ella Townsend - Young Talent Coordinator at Film Hub Midlands at* [*e.townsend@broadway.org.uk*](mailto:e.townsend@broadway.org.uk)

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| Your contact Details | **Name** |  |
| **Postcode** |  |
| **Email** |  |
| **Phone Number** |  |
| **Venue Partner - Film Hub Midlands** | ☐ Broadway - Nottingham  ☐ QUAD - Derby  ☐ Phoenix - Leicester  ☐ Paradigm Arts - Lincoln  ☐ Midlands Arts Centre (MAC) - Birmingham  ☐ BFI NETWORK |
| **Activity Type:** | ☐ Scene + Networking - Short Stack  ☐ Scene - Midlands Short Film Club with BFI NETWORK  ☐ Recommends - Film Club Takeover  ☐ Recommends - Screenings 2-4-1  ☐ Recommends - BFI Future Film Festival 2024  ☐ Recommends - BFI LFF 2023  ☐ Other - Build Your Own Night series  ☐ Other – Takeover Training Session  ☐ Other - Future Film Festival 2024  ☐ Other |

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| **Reason for Bursary-Reimbursement** | **Type** | ☐ Travel reimbursement  ☐ Registration/ticket/course fee  ☐ Other |
| **Other** (explain here) |  |

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| Cost of Bursary-Reimbursement  (add additional rows as required)  Please only invoice for the maximum offered if given a limit.  Mileage is at 0.45p per mile to and from location-venue of activity. | **Item Description** | **Cost** |
| *Example - Train from Birmingham to Nottingham as selected-screened filmmaker for Scene - Short Stack on 17 September 2023* | *£20.00 (maximum offered is £20.00 although your train fare could be £35.00)* |
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| **Total cost:** | **£20.00** |

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| Reimbursement - Your Bank Details | **Account Name** |  |
| **Sort Code** |  |
| **Account Number** |  |

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| Declaration | *I can confirm that, to the best of my knowledge, the information provided on this form is correct.*  *Film Hub Midlands reserves the right to suspend or withdraw payments in the event of unsatisfactory justification.* | |
| **Signature of applicant-participant and dated.**  Click on the icon to upload an image of your signature or sign into the box. | Shape  Description automatically generated with low confidence  Date: |
| **Signature of approval - Ella Townsend, Young Talent Coordinator at Film Hub Midlands and dated.** | Shape  Description automatically generated with low confidence  Date: |