**GIFT OF THE ACADEMY APPLICATION FORM *2018***

**POLICY**

1) Gift of the Academy Bookings are available to industry related Charities or not-for-profit organisations whose remits are both connected to our industries (film, television and video games) and whose events directly support BAFTA's charitable remit. At least one of the organisations will be one committed to addressing the balance of under-represented groups in the Film, TV and Games industries, in accordance with BAFTA’s diversity policy.

2) Only one Gift of the Academy booking will be given to an organisation each year.

3) The Gift of the Academy support will be considered as a partnership activity which helps further our own remit and will be accounted for as such in our financial statements.

4) The maximum room hire value of bookings taken under the Gift of the Academy scheme in any one calendar year is £50,000 per year, with a maximum gifted benefit to each charity of £6,750.

5) Applications are invited throughout the year and these will be considered and approved in the October before the financial year in which the event will fall i.e.: in October 2014 for 2015 events. Therefore, it is important that prospective partners, both existing and new, are informed of the approval timetable to avoid disappointment.

6) There is no guarantee that an approved Gift of the Academy booking in one year will result in an approval the following year and we will seek to vary the partners in order to widen our support as much as possible.

7) All applications must include information about the event, an explanation of why the event fulfils our Gift of the Academy criteria and the latest audited accounts of the applicant. The financial standing of the applicant organisation will be taken into consideration when considering the application.

8) Applications will generally only be considered for events taking place in January, February, April, July, August and September, during the venues “off peak” periods. Requests outside of this period will be taken into consideration subject to the venues availability and the outcome of the Board on the individual applications.

9) The Head of Commercial Events is charged with summarising all applications, including summary financial information on the applicant organisation, in time for the October Board meeting when the applications will be considered.

10) The ‘Gift’ constitutes complimentary room hire as agreed by the Board, to the limit of £6,750.00. All additional elements of the event would then be chargeable, including a minimum catering/beverage spend, AV facility charges, and any ancillary products (e.g. flowers). A contract would be drawn up and signed for these elements and deposits/payments required accordingly.

***The British Academy of Film and Television Arts is a charity with a remit of supporting, developing and promoting the art forms of the moving image, by identifying and rewarding excellence, inspiring practitioners and benefiting the public.***

**APPLICATION**

|  |  |  |
| --- | --- | --- |
| **BACKGROUND TO YOUR ORGANISATION**  *(Name, type of organisation, purpose, aims & objectives)* | | |
| **EVENT PROPOSED *(Description)*** | | |
| **NUMBER OF GUESTS:** | | |
| **WHO IS YOUR EVENT AIMED AT?** | | |
| **ENTRANCE TO EVENT *(free or ticket cost)*** | | |
| **IDEAL DATE FOR YOUR EVENT**  *(Morning, Afternoon, Evening, All day) – please include start and finish time (including set-up, rehearsal and de-rig if required)* | | |
| **Date:** | **Start time:** | **End time:** |
|  |  |  |
| **WHO WILL YOUR EVENT BENEFIT?** | | |
| **HOW DOES YOUR EVENT FULFIL OUR REMIT?** | | |
| **WHAT FACILITIES WOULD BE NEEDED?** | | |
|  | **Capacity** | **Y/N** |
| Princess Anne Theatre | 227 |  |
| David Lean Room | 200 |  |
| Run Run Shaw Theatre | 40 |  |
| Mezzanine | 150 |  |
| The Gallery | 30 |  |
| The Boardroom | 20 |  |
| **WHAT CATERING FACILITIES WILL YOU REQUIRE?** (A minimum spend would be applicable if the event is agreed) | | |
| **WHAT IS YOUR BUDGET FOR THE EVENT?** | | |
| **WILL YOUR EVENT BENEFIT THE FILM, TELEVISION OR INTERACTIVE INDUSTRY? IF SO, PLEASE EXPLAIN HOW:** | | |
| **DO YOU EXPECT YOUR EVENT TO RAISE MONEY FOR YOUR ORGANISATION?** *(Please provide an approximate amount)* | | |

**Deadline for applications:**

**Thursday 31 August 2017**

**HOW TO APPLY**

Please return this application form, along with a copy of your company accounts and any other information you feel will support your application, to: Jenny Bones – [jennyb@bafta.org](mailto:jennyb@bafta.org)

Or send to:

Jenny Bones

Head of Commercial Events

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